

# ARMY LIFE



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# ARMY LIFE



WAR DEPARTMENT

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## WAR DEPARTMENT

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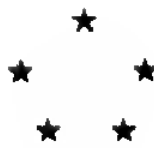
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## MEMBERS OF THE ARMY OF THE UNITED STATES

I am glad to have the opportunity of welcoming you into the Army of the United States. Our's is a proud Army. This pride has developed not only through victory in war but also through the manner in which the members of the Army have conducted themselves over the period of the years. As a new member of the Army you are expected to act to bring credit to the service, maintaining the traditions established by the soldiers who have served before you.

This booklet, *Army Life*, has been prepared to help you off to a good start. It will provide the answers to most of your current questions including information as to how the Army expects you to conduct yourself.

You will find that the same traits of character such as dependability, honesty, and initiative that make for successful living in civil life are equally important in the Army. I hope that the experiences and friendships you will have in the Army will be of great value to you in the years to come.

DWIGHT D. EISENHOWER  
*Chief of Staff*

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## CHAPTER 1

# IT'S A NEW LIFE

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### YOU HAVE A PLACE IN THIS ARMY

You are now a member of a large military organization whose primary job is to provide protection for a democratic people who want peace for the world.

Probably you have conditioned your mind to self-sacrifice. Yet—at this moment—you may feel merely lost. You know that you are sharing common experiences with millions of other men, many of them much like yourself; yet—right now—your impressions of the soldier's life and work are probably confused.

This is natural. Meeting your Army face-to-face is an experience full of surprises and nervous strains.

You are not only confused; you are curious. You know that all these things have happened before—but they haven't happened to *you* before! You find yourself accepting advice and information—from those who know and from those who don't.

**KNOW-HOW IS A HELP.** Will you accept one more bit of advice? It is this: There is more mental comfort, more personal satisfaction, in knowing your place and your part in this Army than in any other single thing you can now do for yourself. Be selfish about it, if you like; learn your job because knowing how to handle yourself will make you feel better. A knowledge of your duties and obligations, your rights and opportunities, will one day make you more valuable to the Army and your country. That, too, will give you a *personal* satisfaction in the long run.

**THIS BOOKLET'S PART.** These words reach you as your Army life is beginning. They have been written by men who have gone through what you are now experiencing. They are intended to help you become the finest soldier in the world by answering many of the questions on your mind, by putting you at ease in your new surroundings.

Much of the material in this booklet refers to your basic training. You will want to know about this as quickly as possible. All of the information will be valuable to you regardless of your assignment within the service.

A later section of this booklet tells how the job to which you will be assigned fits into the organization of the whole Army. It tells you what later training to expect. It prepares you to seek specialized work which you may be able to do better than others can do it, and which you will enjoy doing. It is the groundwork for advancement in rank and responsibility.



*Ask questions in class; they help others as well as you.*

Before you concern yourself with those things, however, it is wise to adapt your ideas, your hopes, your personality to Army life. Learning how to live companionably and comfortably among your fellow soldiers is the first part of your job.

**USE YOUR HEAD.** You may feel that in many small matters the Army does your thinking for you. It tells you what to wear, when to eat, how to turn around. There are obvious reasons for this. Don't misinterpret them.

In the broad sense, this Army has a great respect for your mind. The advanced training techniques, the opportunities for specialists, the provisions for self-education and recreation are examples of this fact. This booklet, as a matter of fact, is evidence that the Army recognizes your right to wonder and to know.

You, too, must respect your own mind. Don't

sit back and stop thinking simply because you will have food and a place to sleep anyway. Ask questions—some day the answers may save your life. Take advantage of all the ways of learning that are available—you can earn promotions. Use the facilities for relaxation—they keep you bright and alert.

Above all, let your mind rule your feelings. If you hear rumors (and you will!), reason it out that whatever affects you also affects the Army—so that nothing too bad for you will be allowed to happen. If you are given orders which seem not to make sense, remember that they are issued by persons who have more information at hand than you have.

**DON'T WORRY THE FOLKS AT HOME.** You realize, of course, that all those who love you are worried about you—not so much because of anything specific, but because you are away from home and their watchful care. Nothing is gained if you write or tell these loved ones that you are enduring unspeakable hardships, or undergoing a training program that would tax Superman. If you try to get sympathy for yourself by concocting such tales, you will be doing it at the cost of a great deal of worry at home. Tell your folks at home the truth about your life; don't dwell on the hard side of things nor the uncertainties of the future. They'll be interested in your accomplishments, your work, your fun. Give them a chance to be proud of their soldier.



**YOU MAKE YOUR OWN MORALE.** When a soldier thinks about himself, he may say that he feels pretty good or that he likes his job; when anyone else thinks about him, the word "morale" is sure to come up. Let's dispose of that confusing word once and for all.

According to one humorous book on Army life, soldiers' morale is something civilians talk about. Certainly soldiers talk less about it. They know what it is and they know how good it is; they don't have to talk.

New soldiers soon learn that good morale isn't just made of girls to dance with at the USO, nor of uniforms that fit, nor even of letters from home. All these things which remind soldiers that they have the respect, concern, and best efforts of the folks at home and of Army authority are but one side of the picture.

Good morale is also the product of just being a good soldier. As you share experiences and hardships with other soldiers, you earn a right to that quiet pride which is part of every fighting man's personal strength. This is a pride which comes of having gotten through, when the going was tough.

There is more to good morale. It comes from knowing that you are in an Army which has never lost a war. It comes from belonging to the company with the squarest commanding officer who ever lived; to the platoon with the drill award to its credit; to the squad with the greatest guys in the world.

Good morale comes from knowing that what

you are doing is worth while. It is studying the manuals when your time is your own; staying in formation when your every muscle aches; facing danger when your every instinct says, "Go back!" Morale isn't just feeling good; it's what you learn the hard way.

Good morale comes from confidence—in your training, in your weapons, in your leaders. It is knowing that you know your job thoroughly and that you are a better fighting man than your enemy.

Good morale is contagious. When you have it, your buddies have it. It keeps them working and training as you do; it will keep them fighting at your side—if your life depends on them. When you know that you and Jack and Harry might face death together and won't let each other down—then, soldier, you've got good morale!

**FACE THE FACTS.** As you read this you may be wondering why this is happening to you—why you're in uniform. We've seen the cost of unpreparedness. We paid in lives and money for our lack of training when the war was brought to our door. If we are to have peace, we must be prepared to maintain it.

While you have time, think what freedom means. Think over the fact that America stands for more than the highest standard of living in the world—it stands for the highest level of freedom that men have ever known.

Maybe the Army seems like a strange place to talk about freedom. Actually, there couldn't

be a better place. Certainly . . . you give up many things and learn, perhaps for the first time in your life, to take orders from another man. But your present job is to learn how to protect and defend that freedom.

Soldier, it's up to you! You've got many interesting and exciting times ahead of you. It will be hard work . . . but it will also be fun if taken in the right spirit. Be proud to be a soldier in the best Army in the world . . . the United States Army in the grandest country in the world.



## TRAINING COMES BEFORE FIGHTING

You know that before your Army life is over you'll find yourself in some tough situations and that you'll have to make some hard decisions. You realize that unless you get off to a good start you may never get in step.

That's the right way to look at it. Begin at the beginning. And the beginning is your training. Think of it in this way—

Learning how to fight is now your business. It is a strange one to most of us. Things we don't understand are disturbing, so you may be disturbed about whether you will be ready and able to fight if you have to. This is every soldier's personal problem. You have thought about it, of course; perhaps you have worried about it.

Have you been hiding some very dark thoughts about yourself from everyone? Have you called yourself a coward? Are you afraid you won't be strong enough to carry through the fight? Have you worried that you might "crack up"?

The best way to beat a problem is to bring it into the open. Think clearly about any fears you may have. Consider how you might overcome them. There is one factor more important than any other in overcoming fear. It is training.

**TRAINING MAKES THE DIFFERENCE.** Skill, not muscle alone, makes a champion in the ring. It also makes the soldier who wins.

If you have never been much of a fighter, it has probably been because you didn't see anything worth fighting about or because there are better ways to settle most disputes. Even if you have avoided fights because every time you opened your mouth you seemed to find somebody's fist in it, you're not necessarily afraid to fight. Any reasonably intelligent person stays away from fights he knows he is likely to lose. When something happens so that you have to fight, the thing to do is to learn *how* to fight. Knowledge and training build confidence and skill. These dispel fear.

You must take your training seriously. Training will make you—as an individual—able to win *your* fights. Give it your best. If you do, you will find that you can do a lot of things you didn't know you could do. You will see reasons why you can do them better than any enemy could—reasons ranging from the better food you eat and the better rifle you fire to your own capacity for learning.

In developing your own abilities, you will overcome the fear of fighting which comes of not knowing how to fight. Beyond that, you will find a deeper strength in knowing that you can rely on your equipment and supplies, on the battle tactics planned for you, on the fellows who are your buddies and allies.

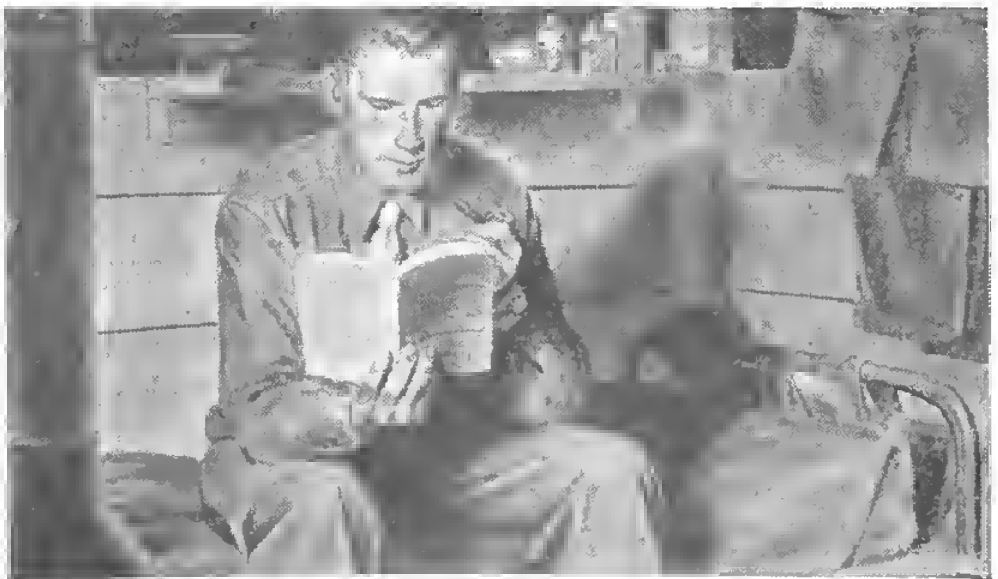
**TRAINING IS A TWO-WAY PROPOSITION.** Good soldiers aren't born; they're made.

Men function effectively as members of a group because they have learned to—usually the hard way. Some men learn more rapidly than others do, but Army training is so carefully planned and standardized that, no matter how much or how little schooling you have had, *you* can become a good soldier.

Right at the beginning you must understand that training is a two-way proposition: the first part is teaching; the second, learning. Your instructors can't do all the work; they can't *make* you learn. They will prepare lessons carefully. You must contribute just as much. Study before your classes and afterwards. Review in your mind what you have been told. Read available manuals. Discuss points of the lessons with other fellows in your classes.

The second thing which you must never forget

*Study—Your instructors can't do it all.*



is that *if you don't learn, YOU WILL BE THE LOSER.* You can loaf while others earn promotions. You can go on feeling insecure while others develop self-confidence through know-how.

The Army will go ahead anyway. But if you don't learn now, *you won't be among the winners.*

**KNOW YOUR TRAINING TOOLS.** While your instructor is your closest source of information you must learn to use other sources. The Army provides a book or booklet on almost every part of your training. Ask your first sergeant to lend or issue you the appropriate one.

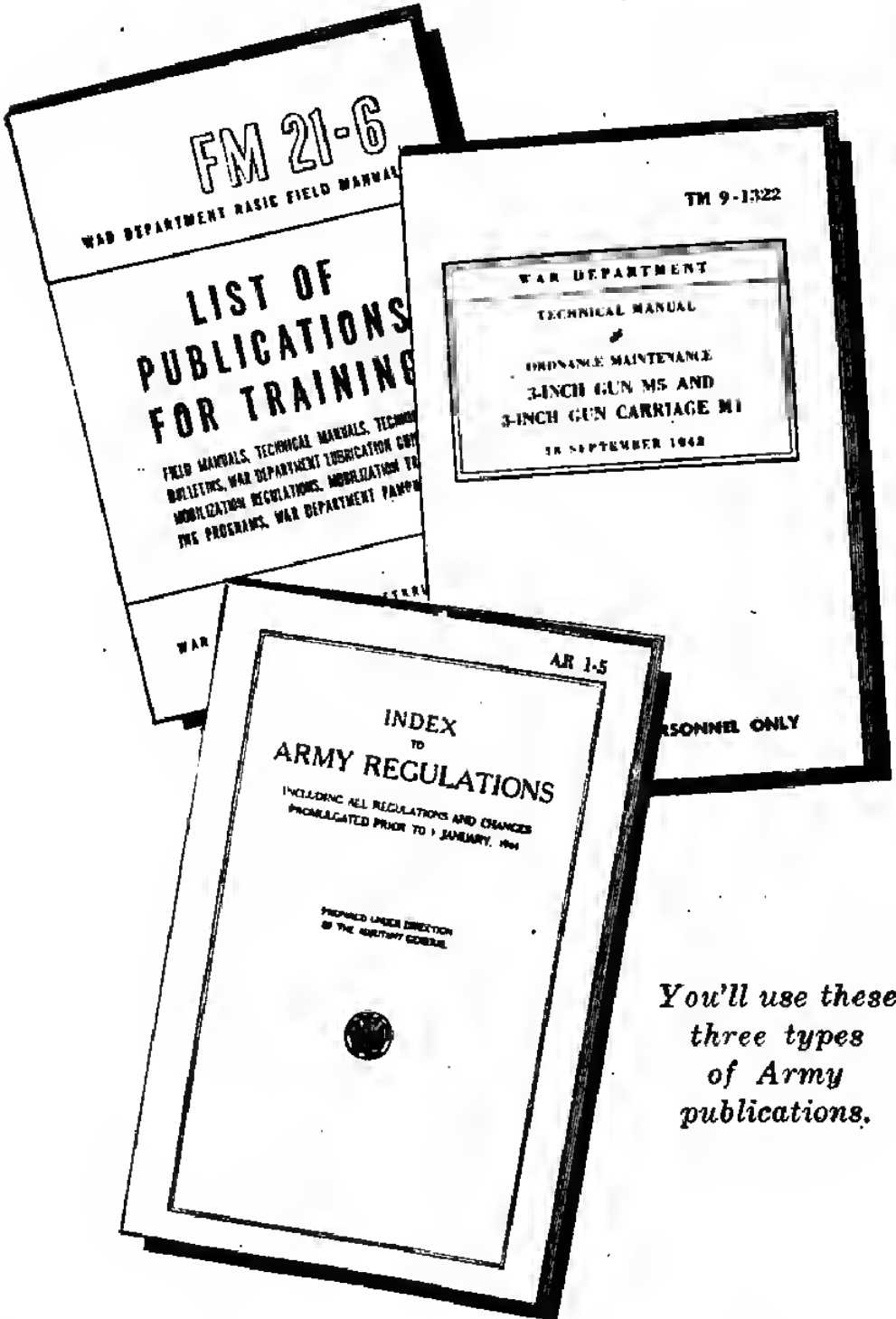
You will want to see most often the Field Manuals and Technical Manuals. Some of the Field Manuals contain training information for a particular arm or service such as the Field Artillery or the Signal Corps. Others are "basic" Field Manuals for troops of all services such as FM 23-5, on the M1 rifle. The Technical Manuals give detailed information on every weapon and piece of equipment.

Manuals and other training publications are listed in FM 21-6. The Army's training films, film strips, and film bulletins are listed in FM 21-7. Charts, posters, and similar training aids are listed in FM 21-8. Learn to ask for them by number.

The final authority for everything in the Army is contained in the Army Regulations, or "AR's." These are the rules by which the Army governs itself. A regulation covers practically everything you may do or experience in Army life. To find

the regulation on a particular subject, look in the index, which is known as AR 1-5.

When a manual or an Army Regulation is



*You'll use these three types of Army publications.*



revised, "Changes" are issued. For example, the first alteration in AR 35-5540 would be known as "AR 35-5540, Changes No. 1." The letter "C" is sometimes used as an abbreviation of the word "Changes." Later on, the AR is reprinted in corrected form.

In order to keep its information and rules up-to-date, the Army publishes numbered leaflets which are known as Training Circulars (TC's) and War Department Circulars (referred to in print as "WD Cir"). These present later information and directives, or new information not yet covered in manuals.

Much information which the Army wants to give its men does not exactly fit into the publications already listed. This is printed in War Department Pamphlets (numbered just like manuals). You are now reading a War Department Pamphlet.

There are other special means of giving you Army information, such as Technical Bulletins and Supply Bulletins on specialized subjects. These publications are explained in FM 21-6. An understanding of the publications listed above will make it possible for you to improve your training and to be a more successful soldier.

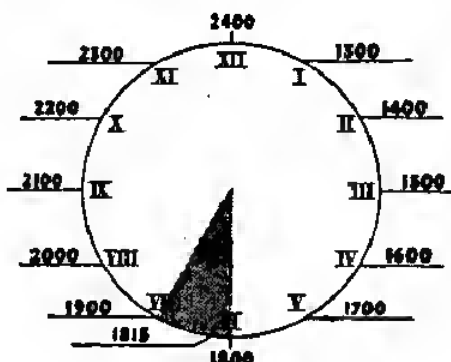
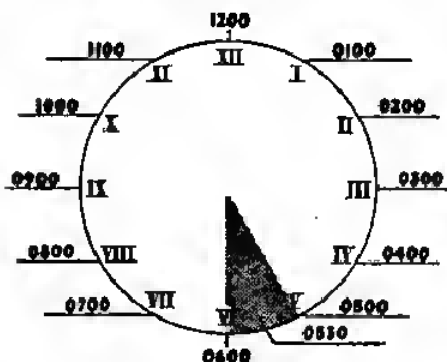
**LEARN THE ARMY'S LANGUAGE.** Just as many businesses and professions have special terms which best describe their tools and methods of operation, so has the Army a special language of its own. Commonly-used words such as "pass," "ration," and "detail" have specific and exact

meanings in the Army. You will get along more comfortably in your work if you learn to use the Army's own words.

A list of common military words and expressions is included as an appendix. TM 20-205 will give you a more complete listing.

## UNDERSTAND THE 24-HOUR "ARMY TIME" SYSTEM

FROM MIDNIGHT TO NOON      FROM NOON TO MIDNIGHT



**"ARMY TIME" IS YOUR TIME.** You will see and hear references to hours of the day in "Army time." This is a way of expressing time in four digits, of which the first two refer to the hour and the last two to minutes; the system works on a 24-hour basis, so that there is no "AM" or "PM."

For the first 12 hours of the day, Army time is very similar to the system you know. For example, 1 hour after midnight is 0100; 30 minutes later, it is 0130; 5 minutes after that, it is 0135, and so on to 1200, which is noon. The first hour after noon is 1300, the next, 1400, and so on to 2400, which is midnight. Learn to use this system of time and use it exclusively.



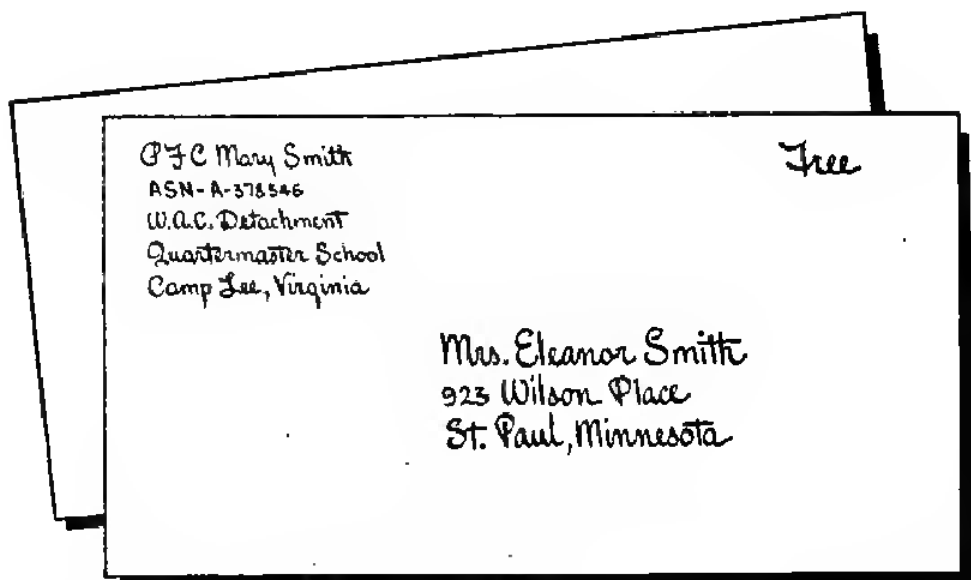
## PRIVILEGES ARE PART OF THIS LIFE

When you wear the uniform of the Army of the United States, you can benefit by special privileges. These stem from the respect and concern of the people for whom you serve. Don't abuse your position, either by expecting too many favors or by being ungrateful for those extended.

**LETTERS MEAN A LOT.** This Army is pretty human; it knows that letters will mean a great deal to you. It not only provides many places around camps where they may be written; it delivers your mail as promptly as possible.

At the same time the Army asks you to be careful to whom you write and what you say. As time goes on, you will learn many details of military activities such as troop movements, new weapons and other things. Don't write about such matters. The Army has a Bureau of Public Relations that releases information of this type when it is known that it does not harm the Army or the country. The types of military information which the Army desires to be safeguarded are listed in AR 380-5. In general, you can expect to be advised by your noncommissioned officer or officers if certain information is to be safeguarded.

**LETTERS ARE MAILED FREE.** One of your privileges as a soldier is mailing without postage your personal letters and post cards. Include your name, grade, rank, serial number, and organization in the return address in the upper left-hand corner



PFC Mary Smith  
ASN-A-378546  
W.A.C. Detachment  
Quartermaster School  
Camp Lee, Virginia

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**RAILROAD TICKETS ARE CHEAPER.** When you are traveling at your own expense—as on a furlough—you are entitled to a special second-class railroad rate of  $1\frac{1}{4}$  cents per mile. This is a considerable saving; be sure to ask for a “Furlough ticket.” This rate applies only to round-trip tickets and entitles you to coach or chair-car accommodations only. You will have to pay full fare for both one-way and first-class Pullman tickets.

**THEATERS, HOTELS REDUCE RATES.** If you stay in a hotel, you should ask whether it has a special rate for service men; many of them reduce their regular rate by 20 percent or more for men in uniform. Many theaters and motion picture houses offer soldiers good seats at cut prices. Rate reductions take many forms, from free use of toll bridges to lower taxi fares.

**OTHER PRIVILEGES.** Other types of privileges are mentioned elsewhere in this booklet. These range from food and lodging for yourself at the USO, to free medical and dental care for your family.










## YOU'RE THE WORLD'S BEST-PAID SOLDIER

Army pay must be thought of at all times in terms of the extras which go with it. Not only are America's fighting men among the best paid, but they receive the best living quarters available, good clothing and excellent food, medical and dental care, certain tax exemptions, allowances for dependents, debt relief, and free entertainment and recreation.

In these terms, many soldiers are better paid than they were as civilians. You can be practically certain that you will receive enough actual cash to take care of all essentials, and that you'll have some left over for extras to make life more pleasant.

**RATINGS BRING HIGHER PAY.** As an inductee; you are an enlisted man, seventh grade. If you devote yourself to your work and demonstrate to your unit commander that he can always depend upon you, you can advance to a higher grade, with higher monthly base pay, as shown in the table on the next page.

## TABLE OF BASIC MONTHLY PAY

<b>FIRST GRADE</b>		<b>MASTER SERGEANT AND FIRST SERGEANT.....</b>	<b>\$165.00</b>
<b>SECND GRADE</b>		<b>TECHNICAL SERGEANT.....</b>	<b>135.00</b>
<b>THIRD GRADE</b>		<b>STAFF SERGEANT AND TECHNICIAN THIRD GRADE</b>	<b>115.00</b>
<b>FDURTH GRADE</b>		<b>SERGEANT AND TECHNICIAN FOURTH GRADE</b>	<b>100.00</b>
<b>FIFTH GRADE</b>		<b>CORPORAL AND TECHNICIAN FIFTH GRADE..</b>	<b>90.00</b>
<b>SIXTH GRADE</b>		<b>PRIVATE, FIRST CLASS.....</b>	<b>80.00</b>
<b>SEVENTH GRADE</b>		<b>PRIVATE.....</b>	<b>75.00</b>

**SOME SOLDIERS EARN EXTRA PAY.** For every 3 years you spend in the service, your base pay is increased 5 percent. This is known as "longevity pay."

If you are awarded the Congressional Medal of Honor, the Distinguished Service Cross, the Distinguished Service Medal, the Distinguished Flying Cross, or the Soldier's Medal, you receive an additional \$2 per month from the date of your act of heroism or extraordinary achievement. Each additional citation awarded in lieu of another medal brings an additional \$2 per month. The combat infantry badge entitles its wearer to an additional \$10 per month, the expert infantry badge to \$5 per month, and the medical badge to \$10 per month.

If you are in the Air Corps and are taking regular and frequent flights, you will receive additional pay amounting to 50 percent of your total base pay, longevity, and foreign service pay, and any awards carrying compensation.

If you are a jumper in a parachute unit, either as a rated parachutist or as a student undergoing jump training, and are not on a flight-pay status, you will receive additional pay of \$50 per month. Any enlisted man not in an aviation or parachute-jumping pay status, who is required to participate in regular and frequent glider flights may receive up to \$50 per month additional pay.

For foreign service, including Alaska, your base pay is increased 20 percent.

**SOME DRAW ALLOWANCES.** Soldiers on special assignments which make it impossible for them to eat at Army messes are given ration allowances. Men of the first three grades who choose to eat away from the post are given a monetary ration allowance; they may eat on the post, however, by paying for each meal.

**TRAVEL PAY IS ALLOWED.** If you are transferred on special orders and not as a member of a group in the charge of an officer, you will be given a travel order which you can exchange for a ticket. You will also be given meal tickets or an allowance in cash for meals.

**"STOPPAGES" ARE DEDUCTIONS.** A "stoppage" of your Army pay is a legal deduction. Stoppages



are entered on the pay roll, and you can verify the amounts of your stoppages when you sign the pay roll.

The most common stoppages are deductions for laundry service and for the value of arms, equipment, or other Government property lost or destroyed through abuse or negligence, or for the cost of repairs of damages to such property. Forfeitures of pay through action by court martial are another example of pay stoppages.

**SIGNING THE PAY ROLL.** You must sign the pay roll each month in order to get paid. Your first sergeant will inform you when to sign it. If you fail to sign the pay roll or sign it incorrectly, you will be "red lined," which means that your name is crossed off the pay roll. In such a case, you will not be paid at the regular time, which normally is the last day of the month, but will have to wait until a supplementary pay roll is prepared at a later date.



## THE ARMY ASSISTS IN PRIVATE AFFAIRS

It is imperative that you arrange your personal affairs *at once*. Provide for the welfare, protection, and security of your dependents; make sure that they understand fully and receive all the rights and benefits to which they are entitled. If you have not yet arranged for the management and disposition of your property, do so immediately.

In putting your private affairs in shape you can obtain help from your company commander and the personal affairs officer or the legal assistance officer at your post, camp, or station. The personal affairs officer will assist you or your dependents with information and guidance concerning your nonlegal personal problems, the rights and privileges to which you may be entitled, and the proper agency or organization through which you may secure these rights. The legal assistance officer (a lawyer in the military service) will help you with your legal problems. Members of The Judge Advocate General's Department also assist with personal legal problems.

**ALLOTMENTS OF PAY (CLASS E).** A class E allotment is a definite portion of your pay which you

authorize to be paid to another person or to an institution, in a prescribed manner. (Do not confuse allotments with allowances. Allotments are purely voluntary on your part, and may be discontinued at any time you desire.)

You may allot as much of your pay as you wish (including extras), provided that after all deductions you will not receive less than \$10 per month yourself, or such other amount as your commanding officer may consider necessary for your essential personal needs. Aviation pay and parachute pay may not be included in the amount which you voluntarily allot, but may be allotted to your dependents by the War Department if you are officially reported as missing.

The authorized purposes for which you may make an allotment are: the support of dependents (money to be paid directly to them or to a bank within the United States); life insurance premiums; savings (including checking accounts); war bonds.

In wartime, in the event of your capture by the enemy, the payment of allotments in force will continue as long as you are a prisoner of war. If you are listed "missing in action," allotments will be continued until the War Department has evidence of your death or until you return to its jurisdiction. Thus the desirability of making allotments is apparent.

**FAMILY ALLOWANCES PROVIDE FOR DEPENDENTS.**  
Under the Servicemen's Dependents' Allowance Act of 1942, as amended by the Act of 26 October

1943, you may be entitled to a monthly allowance for certain relatives. Your wife and children are eligible for a family allowance whether they are dependent upon you or not. A former wife, divorced and not remarried, to whom alimony has been decreed and is still payable, is also eligible. A grandchild is eligible on the same basis as a child if you have taken the place of a parent for at least a year.

Parents, step parents, brothers, and sisters are eligible if they are dependent upon you for either their chief support or a substantial portion of their support. However, if payment is made to an individual who is dependent upon you for chief support, then no payment may be made to other individuals in this group of relatives dependent upon you for only a substantial portion of their support.

Common-law wives are eligible for allowances if the common-law marriage is recognized as a valid marriage in the State in which the relationship was entered into. Illegitimate children are eligible when paternity is acknowledged in writing by the soldier or when the soldier has been declared father of the child by the court or ordered to contribute to the child's support.

Family allowances fall into three categories—class A, which covers your wife and children, or a divorced wife who has not remarried and to whom alimony has been decreed and is still payable; class B, which covers your parents, brothers, and sisters if they are dependent upon you for a substantial portion of their support;

and class B-1, which covers your parents, brothers, and sisters if they are dependent upon you for the chief portion of their support. There are two types of these allowances—the initial allowances, paid for your first month in service, and the monthly allowances, paid regularly for each later month of your service.











If you apply within 15 days of your entry into the service for the initial family allowances and fulfill the required conditions, the Government will pay to class A, or class B-1 dependents the allowances shown in table A, *without deduction from your pay*. IF AN INITIAL FAMILY ALLOWANCE IS PAID YOU WILL NOT RECEIVE THE MONTHLY ALLOWANCE FOR THAT SAME MONTH. If you apply for the initial allowance and your application for a monthly allowance is approved, the monthly allowance will commence the first of the month following your entry into the service.

For the regular monthly allowance for dependents, a certain amount is deducted from your pay, and to this the Government adds a contribution whose size is determined by the type and number of your dependents. These allowances are shown in table B.












If anything about these tables is not clear, your first sergeant or finance officer will explain them to you, or you can consult AR 35-5540. These are some of the things about which soldiers inquire most often:

An application for a family allowance may be filed in behalf of a class A dependent by the

**Table A. Schedule of Initial  
Family Allowances**

Classes of dependents	RATES (For month of entry only)
<i>Class A</i>	
 Wife; no child .....	50
 Wife; 1 child .....	80
 \$20 for each additional child .....	20
 No wife; 1 child .....	42
 \$20 for each additional child .....	20
<i>Class B-1</i>	
 One parent .....	50
 Two parents or 1 parent, 1 brother or sister .....	68
 \$11 for each additional brother or sister .....	11
 No parent, 1 brother or sister .....	42
 \$11 for each additional brother or sister .....	11

**Table B. Schedule of Monthly Family Allowances and Deductions**

Classes of deductions	Government contribution	Deduction from pay of enlisted man	Total paid to dependent (s)
<i>Class A</i> (compulsory upon application)			
 Wife, no child . . . . .	\$28	\$22	\$50
 Wife, one child . . . . .	58	22	80
 \$20 for each additional child	20	..	..
 No wife, one child . . . . .	20	22	42
 \$20 for each additional child	20	..	..
 Divorced wife (alimony payable). Allowance not to exceed amount of alimony fixed by court . . . . .	20	22	42
 Divorced wife, one child . . . . .	50	22	72
 \$20 for each additional child	20	..	..
<i>Class B</i> (Optional when dependency proved)			
 With no class A or class B-1: Parents, brothers, sisters (any number) . . . . .	15	22	37
<i>Class B-1</i> (Optional when dependency proved) With no class A. 	Monthly allowances same as initial allowances for Class B-1. Deduction from enlisted man's pay is \$22 in each case.		
<i>Combination of classes A and B or A and B-1:</i> 	Allowances same as stated above. Deduction from enlisted man's pay is \$27.		

soldier, the dependent, or someone acting for the dependent. Applications for family allowances for class B and class B-1 dependents may also be filed by the soldier, the dependent, or someone acting for the dependent; but these allowances will not be granted or paid unless the soldier consents to the payment. The dependency of class B and class B-1 dependents is established by filling out a certificate of dependency WD AGO Form 620 (certificate to be completed by all adult individuals living in one household claiming dependency on enlisted man in Army).

You may have both class A and class B or B-1 allowances for your family. For instance, if you have a wife and one child, a mother who is dependent upon you for the chief portion of her support, and two sisters who are dependent upon you for a substantial portion of their support, the Government would pay them a total of \$130. This would be based upon the rate of \$80 for the wife and one child (class A dependents) and \$50 for the mother (class B-1 dependent). No additional money would be paid for the sisters (class B dependents) when allowances are paid to the mother. You would contribute \$27 from your pay and the Government would contribute the rest.

**INSURANCE IS INEXPENSIVE.** You are eligible for National Service Life Insurance in amounts from \$1,000 to \$10,000 in multiples of \$500.

This insurance is less expensive than any other insurance available. It is easy to obtain, and



payment is made simply by an allotment from your pay. It provides the easiest and surest way of providing for the future of your dependents in the event of your death. You won't even have to take an examination if you apply within the first 120 days of your service; after that time, an examination is required.

This insurance is issued under the 5-year level-premium plan and is payable only upon the death of the insured. It may be converted to other forms after it has been in effect for 1 year. After 5 years the policy ceases unless converted to another form which you can carry on as a civilian. On policies issued on or before 31 December 1945, a 3-year extension has been authorized.

The advantages of carrying the cheapest possible life insurance of a type specifically designed for soldiers are too obvious to require elaboration. Don't fail to take advantage of this protection for your dependents.

**SAVINGS FACILITIES ARE PROVIDED.** In the Army you need spend very little cash for ordinary living expenses. Chances are you will have something left out of each month's pay. It's only common sense that if you begin now to save as much of that balance as you can, you will eventually have a mighty useful nest egg. You can understand, too, that if you have some cash of your own you will be able to get off to a much better start in civilian life.

That is why the Army makes it as easy as possible for you to save money. One of these

handy services is called "Soldiers' Deposits." (See AR 35-2600.) It is very much like an ordinary savings bank account. Here's how it works: You can deposit any amount from \$5 up with your disbursing officer. Amounts left on deposit for 6 months draw interest of 4 percent from the date of deposit until date of withdrawal or until you leave the service. A deposit book is issued in your name and you can make withdrawals for good reason.

The Government is responsible for your money. It *cannot* be used to satisfy legal judgments which may be made against you. A deserter forfeits his deposit and interest.

All you have to do to make a Soldiers' Deposit is to give notice to your first sergeant, who will attend to the necessary details.

**BONDS—AN INVESTMENT IN AMERICA AND IN YOUR OWN FUTURE.** The amount of money you save while you serve in the army is an entirely personal matter. No one is going to force you to be thrifty. But bear this in mind: when your army service is completed, you will probably need some money to help you get reestablished in civilian life. One way to accumulate this nest egg—a way that many soldiers have adopted—is to buy bonds.

For members of the armed forces there is a special GI bond which is issued in \$10 denominations at a purchase price of \$7.50. Under the class B allotment plan you can buy one or more a month out of your pay. Of course, you can

buy bonds of larger denominations if you prefer, but monthly deductions from your pay must correspond to the full purchase price of one or more bonds. You cannot make partial or installment payments.

The soldier with foresight takes advantage of the pay roll deduction method of purchasing bonds. He knows that when he buys bonds he makes a sound investment—one which helps his Government and helps himself.

**YOU CAN OBTAIN LEGAL ADVICE AND ASSISTANCE.** At most posts, camps, and stations in the United States and at many oversea installations you will find legal assistance officers. These men are lawyers in the military service whose job is to help you. Feel free to call upon them for help in any personal legal matter.

These officers can handle most cases which do not require court action. If, however, your case does involve court appearances or the services of a civilian lawyer, your legal assistance officer knows how to help you get civilian counsel. This legal advice and assistance is available to your dependents also.

**YOU MAY NEED A WILL.** You are the best judge of the question, "Do I need a will?" If you own property or are in a financial position which makes a will advisable, consult your lawyer or your legal assistance officer about making a will. When a person dies without a will, his property ordinarily is distributed in accordance with the

appropriate State laws. Unless you are sure that the State laws which would apply in your case would meet your wishes, it is only common sense to make your own will.

If you already have a will, go over it to see that it expresses your present wishes. You need a new will if a person named in the old will has died, you have changed your legal residence, there has been a substantial change in your financial position, or witnesses to your will have died or otherwise become unavailable. A new will may be advisable if you have been divorced, married, had a new child born, or have adopted a child.

Every will should be made or changed with the advice of a lawyer so that it will fit your wishes and meet local requirements. However, an emergency may arise in which it becomes necessary to make a new will or change an old one and no lawyer is available. In such a case you can use the form of will given in section XI, WD Pamphlet 21-5.

If that pamphlet is not available, write a simple statement *in your own handwriting* of how you want your property to be distributed. Here is an example: "This is my will. I give \$100 to my brother John Doe of 111 Z Street, New York, N. Y. I give all the rest of my property to my wife Jane Doe of 222 X Street, New York, N. Y." Date and sign your name at the bottom of this statement before *three* friends whom you have asked to act as witnesses to your will. They then sign their names, permanent home addresses, and Army serial numbers (if any) below your sig-

nature. Your will must be dated and *signed by you in the presence of all the witnesses assembled together* and then immediately signed by each of them *at that time in the presence of you and one another*. Since the witnesses may some day have to appear in court, it is advisable that you choose persons who live near the place where the will is to be filed for probate, if such choice is possible. This should be regarded only as a *temporary* will and you should replace it with a more carefully drawn will as soon as time and circumstances permit.

Any will you make should be kept in a safe place or perhaps mailed to your home or to a trusted friend. If you wish, you can mail it to The Adjutant General for safekeeping. To do this, place the will in an envelope, seal it, and write on the outside, "Will of.....,

(Your name)

Army serial number.....to be delivered to  
.....  
(Name and address of person to whom you wish

.....  
.....in case of my  
the will delivered)

death." Place the envelope containing the will in another envelope addressed to The Adjutant General, United States Army, Washington 25, D. C.

**YOU MAY NEED A POWER OF ATTORNEY.** A situation may arise in which it becomes necessary to have someone who can act for you in regard to your property and affairs at times when you are

not accessible. You can grant another person the authority to act for you through a legal document known as a "power of attorney." *Grant such authority only to someone in whom you have complete trust and confidence.* Because the State laws regarding powers of attorney vary greatly, you should see your lawyer or legal assistance officer for advice in preparing and executing any power of attorney.

**THE CIVIL RELIEF ACT MAY BENEFIT YOU.** The Soldiers' and Sailors' Civil Relief Act of 1940, as amended, protects your civil legal rights while you are in military service. There is nothing in this act which relieves you from payment of debts or other obligations. But in certain cases it does give you temporary relief. In general, if you are unable to pay premiums on commercial insurance policies, to pay taxes, or to perform obligations with reference to rights and claims to public lands, you may obtain relief under this act. In some cases, leases made before you entered service may be terminated. If you have any problems of this sort, your legal assistance officer can tell you how the provisions of this act apply to you.

**YOU DON'T PAY INCOME TAX ON SERVICE PAY.** Enlisted men and warrant officers do not have to pay an income tax on their service pay. You do not have to file income tax returns for this pay. If, however, you have outside sources of income, the usual tax laws will apply to that portion of your income which is not classed as "compensa-

tion received for active service in the military forces.”

**EMERGENCY MEDICAL CARE IS GIVEN DEPENDENTS.** The Army offers medical and hospital care in cases of emergency illnesses to the dependents of men in service. However, dependents may be admitted to Army hospitals only when beds are not required for military personnel. Under normal conditions your dependents will be able to obtain treatment if an emergency arises. Dental treatment is given to dependents in emergency cases when facilities are available.

**MATERNITY CARE IS PROVIDED.** Wives and babies of enlisted men of the fourth, fifth, sixth, and seventh grades and of Army aviation cadets can obtain maternity and infant care without cost. This service provides medical, nursing, and hospital care before, during, and after the child's birth. Care for infants may continue until they reach the age of 1 year.

Application forms for requesting care are available at local health and welfare agencies, American Red Cross chapters, prenatal clinics, military posts, and through local physicians. Your wife has to sign the form. Make sure she knows your Army serial number, for she will need it to complete the application blank.

# CHAPTER 2

## TIME ON YOUR HANDS

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### GET AWAY FROM IT ALL!

Because it expects you to work very hard as a soldier, the Army is liberal in allowing time off when you can be spared from your duties. During your period of basic training and later basic-specialist training, you will probably be kept too busy to have much time to get away from the post. Later, however, you will enjoy the passes and furloughs, which give you a chance to rest, refresh your viewpoint, and come back to the job ready to work harder than ever before.

Passes and furloughs are granted as a privilege. They are not a right to which you are specifically entitled. Your commanding officer will grant them to you when he feels that your absence from your post will not interfere too seriously with your work or your training. They are a reward for good conduct and satisfactory work; they are an incentive offered to men who are willing to put forth extra effort. Rules regarding passes and furloughs are given in AR 615-275.

**FURLOUGHS ARE MAJOR VACATIONS.** A furlough



is an authorized leave of absence from your camp or station. Army Regulations state that you cannot receive more than 30 days of furlough per year. The day you leave on furlough is considered

**INSTRUCTIONS**

You must report for duty not later than 2400 (midnight) of the day due to return as indicated on the face of this form.

You are not authorized to visit Canada, Mexico, or any foreign country without special authority.

Medical treatment while on furlough is authorized at Government expense only when it cannot be secured from available facilities of the Army or other Federal agency (AR 40-595). Your commanding officer must be advised as soon as possible of any medical treatment obtained from civilian hospitals or physicians.

The commanding officer of the organization indicated on the face of this form, or should be advised by the most expeditious means on date of arrival, previous or illness, or if for ANY reason it is impossible for you to report for duty on or before the date you are due to return.

(Check one of following)  
REGISTRATION OFFICE USE ONLY (AR 40-595-1)

**FURLOUGH**

Complete appropriate remark below when soldier reports from furlough after the day due to return as indicated on the face of this form.

1. Absence after date due to return  was  was not covered by competent authority.

2. This furlough was extended \_\_\_\_\_ days by competent authority.

3. This furlough was extended \_\_\_\_\_ days. Additional absence  was  was not covered by competent authority.

U.S. GOVERNMENT PRINTING OFFICE: 1954 O-26888-1

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W. D. A. C. Form No. 57  
 2 July 1954  
 (This form complies with W. D. A. C. O. Form No. 57, 2 July 1954, which will not be used after 1 July 1955.)

LAST NAME—FIRST NAME—MIDDLE INITIAL

ORGANIZATION AND STATION

IS AUTHORIZED TO BE ABSENT  YES  NO

ADDRESS WHILE ON FURLOUGH

GENRAL GRADE

LAST PAY TO INCLUDE DUES

PURSE PAYMENTS SINCE ABSC. DATE

FURLOUGH GRANTED UNDER ARMY REGULATIONS 615-75 PARAGRAPHS

TITLED NAME, GRADE AND ORGANIZATION

APPROVED \_\_\_\_\_

ORIGINAL (SIGNATURE)

AR 40-595-1

a day of absence; the day you return to camp regardless of the hour, is a day of duty. If you are granted a furlough of 10 days, for example from January 1 to January 10 inclusive, you must report back for duty sometime on January 11. Furloughs do not ordinarily last for more than 15 days. Extra time for travel is sometimes allowed when extreme distances must be covered.

While you are away, you will be continued on the pay roll. After you return, you will receive an allowance for rations for the time spent away from camp. Also, buy a reduced-rate, round-trip furlough ticket if you are traveling by railroad.

Carry your furlough with you at all times while you are away from the post. Military police (MP's) may ask to see it at any time (on trains or busses, in the city, when you are leaving or arriving at camp). They will want to check that your absence from camp is authorized.

**PASSES ALLOW SHORT LEAVES.** A pass is a written or oral permit for you to leave camp to visit a nearby place, and is not included in your total furlough time. The maximum length of time for

In accepting this pass, I understand that—

1. I am a soldier at all times and subject to both civil and military control.
2. I must be temperate and not do any to disgrace myself or the Army.
3. I must be polite to all people I meet are in uniform or civilian clothes.
4. A pass is a privilege, and I may not if I do not conduct myself properly.

I have read the above rules of conduct and w

..... Signature

.....

W. D. A. G. O. Form No. 1  
September 4, 1942

**ENLISTED MAN'S PASS**

..... (Name) ..... (Grade) ..... (Army serial No.)

is authorized to be absent from his post—

From .....

To .....

To visit .....

Signed .....

(OVER)

Can pass only one member

a pass is 3 days. A written pass, like a furlough, should be carried on your person at all times so that you can produce it upon request. No allowance is made for ration points or the cost of your food during the time when you are away on a pass.

**PERMANENT PASSES MAY BE EARNED.** Unless otherwise specified by your camp commander your unit commanding officer may issue a permanent (class A) pass to you when he believes that your conduct and progress as a soldier entitle you to this privilege. A permanent pass authorizes you to travel within specified limits, usually one or two neighboring towns within 50 miles of camp, *during off-duty hours*. It usually authorizes your presence in these places between 1700 each day, and reveille the following day and all day Sunday. A class A pass eliminates the bother of applying for a special pass each time you want to leave the post.

**EMERGENCY FURLOUGHS ARE SOMETIMES GRANTED.** If there is a death or serious illness in your immediate family you will usually be granted an emergency furlough or pass. If such a situation arises, inform your commanding officer immediately. He will ask the American Red Cross to investigate the circumstances of your case. If the circumstances are confirmed, your commanding officer will then decide whether or not the emergency necessitates your release from duty to visit your home. Valuable time may be saved if your family immediately informs their local Red

Cross chapter of the emergency. The local chapter will, in turn, telegraph the necessary information to the chapter at your post.

**FURLOUGHS MAY BE EXTENDED.** If while you are on a furlough or pass there is an illness or death in your family, or if a similar emergency occurs which would make it extremely difficult or impossible for you to return as scheduled, you may contact your commanding officer and request an extension of your leave. Use the telephone or telegraph if time is short. Again, the circumstances may be investigated by the American Red Cross before the extension is granted. Allow sufficient time for this investigation before the time when you would normally have to return, so that in case the request is refused you can get back to your post on time and not be classified "AWOL" (absent without leave).

If you are delayed on your return so that you fail to report at the time ordered, bring documentary proof of the cause for the delay. If a train is late, for example, the train conductor or station agent will give you a statement to this effect. If you are in an automobile wreck (and not hospitalized) get a statement from a policeman as to the time and place of the accident and the duration of the consequent delay.

**EMERGENCY SICKNESS WHILE ON FURLOUGH.** If you become ill while on furlough and need medical attention, go to your nearest Army dispensary or hospital. As a soldier, you are always entitled to Army medical care. Your furlough

time will terminate immediately upon admission. The surgeon in charge will notify your company commander the date you have been admitted to the hospital and you will then be carried on your company roster as "absent—sick." When you are finally discharged from the hospital you will return to your furlough status.

Should you have an accident or become extremely sick while on furlough so that you cannot reach Army medical attention, your expenses incurred by using a civilian doctor, ambulance, or hospital will be taken care of by the Army. But as soon as possible the Army wants you to come under the care of its own medical facilities, so get to an Army hospital when you can. Notify your company commander as quickly as you can when an emergency makes civilian medical care necessary.

*Treatment will be provided if you're sick on furlough.*



Your health is a vital concern. For your own protection, take good care of yourself at all times, especially when you're off the post. Have a good time but don't spoil your vacation and ruin your health by overtaxing yourself.



## CIVILIAN AGENCIES SERVE YOU

Private citizens know that when you leave your camp you want to be able to meet people, to enjoy yourself, to be treated with respect and consideration. They know that you have limited time and money. They realize that as a soldier you may be either a very pleasant person or a completely undesirable one; they are willing to let you show your merits as an individual.

Unless you make life difficult for yourself or happen to be very unfortunately situated where the problem is simply too big to be solved completely, you will probably be very pleased with the treatment private citizens accord you. The people's response to your needs and desires are an expression of their esteem and appreciation. You should treasure these as you do the more personal affection and respect of your own family.

**THE USO UNITES MANY GROUPS.** The United Service Organizations provides your service club in town. It operates recreation, club, games, and shower rooms; sleeping quarters; information and travel bureaus; dances; libraries; study classes; rest rooms and free checking in railroad



*The Red Cross even brings refreshments to you in the field.*

stations and clubhouses; motion pictures. This national organization unites the efforts of many groups which have dedicated themselves to your welfare. Don't hesitate to use these services. They are maintained especially for you.

**THE RED CROSS LINKS YOU WITH HOME.** The American Red Cross acts as a go-between for soldiers and civilians. This organization has a paid or volunteer representative in every section and city of the United States. If you have a family problem or are anxious about affairs at home, ask the Red Cross director at your camp to help you. The services rendered locally at camps range from emergency loans of money for furloughs to wrapping paper for Christmas presents.

Once you get into the field you'll find that the Red Cross worker is a friend you'll always wel-



come. Whether it's just doughnuts and coffee brought around in their clubmobile or a dance put on for you in a strange land, the Red Cross people will always be on the job to make things easier.

**OTHER AGENCIES OFFER SPECIFIC SERVICES.** In almost every city there are groups which either offer services in addition to their participation in the USO, or which function independently. In addition, private citizens will want to be friendly and make things more pleasant for you. Accept their friendship but don't take it for granted or violate their hospitality.



## YOU'RE A SOLDIER— WHEREVER YOU GO

When you step outside the gates of your post, you don't leave your military life entirely behind you. In every situation, you remain a representative of the Army, just as at home your actions reflect upon your family. You remain subject to military law and regulations, and your relations with civilians and with members of other services must be those of a good soldier.

**SOLDIERS ARE SUBJECT TO CIVIL LAW.** Being a soldier does not give you any special license or privilege to violate civilian laws. While you are on furlough or pass, you are subject to civil authorities and required to comply with all traffic regulations and other laws. Any police official may, if he believes conditions justify it, arrest and detain you while you are away from your post and not on duty.

Even though you may be entirely innocent, forcible resistance to arrest in such a situation is an offense. If you interfere with a civilian policeman who is placing another soldier under arrest, it is considered both a civil offense and a violation of the Articles of War which prohibit "conduct to the prejudice of good order and military discipline." (See ch. V.) Military police are

also assigned to civilian areas to see that good order and decency are maintained among personnel of the armed forces.

**YOU ARE JUDGED BY YOUR APPEARANCE.** If you're the right kind of soldier you will very soon take a great deal of pride in the way you wear your uniform. You'll soon notice that the neat, well pressed soldier is the one who is respected and receives the best treatment.

Don't go to town unless you're in the prescribed uniform and unless your uniform is pressed and clean, free from tears, and with every button sewed on. Read chapter IV of this booklet and AR 600-40 for regulations regarding the proper wearing of the uniform.

**YOU SUFFER FOR OTHERS' MISCONDUCT.** The kind of recreation you enjoy away from camp depends in part upon the attitude and cooperation of civilians. If you are snubbed or mistreated by a civilian, it may be because some other soldier is responsible, and you are associated with him because of your uniform. There have been times when the misconduct of a few soldiers in trains, buses, and other public places, has brought discredit upon the whole Army. These thoughtless few have been drunken and boisterous and annoying to others; some have damaged property. Military police are now distributed widely to control that sort of thing. If they demand that you show your pass, wear your clothes neatly, behave with dignity and avoid intoxication, it is to

protect other soldiers who will follow you. If they ask you for aid in any situation, it is your duty as a member of the armed forces to render all possible assistance.

**BE WARY AWAY FROM THE POST.** It is natural when people see you in uniform that they will talk to you about the Army. It is also natural that being in the Army you will enjoy talking about it. You will probably pride yourself on the amount of information on the Army that you may have that your listeners may not have. However, you should exercise care that you do not reveal even scraps of information on classified military matters—information such as the units that are at your camp, the total number of troops at your camp, research or field tests that may be in progress, and possible movements of units. Be especially wary of strangers. Even patriotic and well-intentioned civilians may innocently disclose information you give them to enemy agents.

Report civilian malpractices, such as overcharges on taxi fares or goods, to your commanding officer. If conditions in a restaurant or night club near your camp are unsanitary or indecent, report the situation. Camp authorities have the power to investigate these places, and to declare those which are not to the best interests of soldiers "off limits." No soldiers may enter any place marked "off limits," and this efficiently stifles the business of a racketeering tradesperson.

When you are on duty, your relations with civilians are governed by the orders you carry.



*Be safe. Don't tell what you know.*

You should be courteous and considerate, but your first duty is to follow your orders and complete your military mission.

**UNDERSTAND OVERSEA VETERANS.** You will meet a number of oversea veterans, both on the post and off. Most of them bear the very best wishes toward you as a fellow soldier. A few, however, look upon those who have not seen foreign service in about the way that an older member of a club looks upon a new initiate. If that happens, it is your best bet to take the treatment in good humor.

**MEN OF OTHER SERVICES ARE FRIENDLY.** A number of movies and a good deal of interservice competition in peacetime spread the notion that soldiers and sailors, for example, automatically started battles-royal on sight. This simply is not so. Sailors, marines, coast guardsmen, and merchant mariners can be counted upon as

friends. A soldier in a "Navy town," as a matter of fact, is more likely to be accorded special courtesies than to be set upon at every street corner. Of course, there is a limit to good will. If you and your friends develop an argument with a man of another service, you can expect that his mates will side with him. On the whole, though, if you don't make your own trouble, you can count on a hearty "Hi, Mate!" from any of the seagoing-service men.



*All Services Comprise the Armed Forces.*

**THE WOMEN'S ARMY CORPS IS PART OF YOUR ARMY.** Members of the Women's Army Corps are your sisters-in-service. If you think that the Army life is too tough for a girl—for your own sister, for example—you must have even greater respect for the girls who are going through with this tough job. If you feel that a uniform makes a girl look less feminine, you must appreciate that

the WAC's have voluntarily surrendered many of the attractive and delicate things of life which are dear to every girl. Remember that, like you, they have a definite job to do.

There is no regulation prohibiting social activities between enlisted men of the Army and enlisted women of the WAC. Many WAC detachments hold open house parties on week-ends, and Army units in camps where there are WAC's frequently issue group or individual invitations to WAC's for their dances and parties.



## USE YOUR OFF-DUTY HOURS WELL

At first it may seem that you are pursued every minute with whistles and bugles and the loud cries of sergeants. Later you may complain that you have more time on your hands than you know what to do with; that Army life is boring.

Somewhere between these extremes lies the truth. The Army gets a very full day's work from every man; it will from you, as well. From dawn to dusk, 6 days a week, you will be busy. Sometimes special duties such as interior guard will keep you occupied through the night or the seventh day. Still, there remain unfilled hours between supper and bedcheck, and most of your Sundays.

The Army understands that although you are technically on call 24 hours a day, you need rest and recreation. It appreciates that you need time to yourself; that you will be a better soldier because of this free time. It offers you many opportunities to use your off-duty hours well.

You owe it to yourself to have the same regard for your leisure. Don't use these hours just holding down a bunk in the barracks; don't seclude yourself from the other men; don't be timid about participating in activities or enjoying the facilities



available. Simply *doing something* is good for your state of mind.

There is little chance for a soldier to be as lonely in camp as he can be on a street corner in a strange town. Unless you have definite plans for your own entertainment, you will usually do better to stay away from town and to make use of the recreations which your own camp offers. The following paragraphs suggest the variety which you may enjoy.

**ENTERTAINMENT IS ARRANGED.** Your unit or organization has a special services officer whose duty is to arrange social activities, such as parties, dances, trips, excursions, games, etc., and to secure athletic equipment for your use. Your camp or station, too, has an officer to arrange free shows, interunit games, radio programs, dramatics, a camp newspaper, and similar activities. Even if you do not choose to participate in these activities, you can enjoy them as part of the audience.

**GO TO THE MOVIES.** The Army Motion Picture Service operates one or more theaters in your camp. The latest and best pictures are made available at the absolute minimum cost to you. Frequently stage shows sponsored by the USO and other civilian agencies are presented in these theaters for your recreation.

**SERVICE CLUBS OFFER ADDED FACILITIES.** Most camps operate service clubs for enlisted men, where you can relax and meet your friends, civil-

ian as well as military. These clubs are run by hostesses, who arrange entertainment such as dances, amateur shows, bingo games, dancing classes, and music appreciation groups. A library, game room, and soda fountain or restaurant are frequently maintained. Many posts provide handicraft-studio shops for carrying on your favorite hobbies.

**THE DAY ROOM IS YOUR CLUB ROOM.** Your organization probably has a day room, furnished by money from your organization fund. This is usually less formal and more masculine than the service club. There are no hostesses, no guests. There is no planned program. You may swap yarns, listen to the radio, write letters, read, or play games.

**THE "PX" PROVIDES HANDY SHOPPING.** The post exchange (PX) is your community store, owned jointly by you and the other enlisted men of your camp. Profits of the exchange are distributed monthly to welfare funds which benefit all military personnel. Your organization receives a proportionate share of the profits realized by your PX. Moneys received from this source constitute the greater portion of receipts into your unit fund which is used to provide you with recreational facilities, furnishings for your day room, athletic equipment, and labor-saving devices for your mess.

The PX usually operates a general store where you may buy at very low prices all necessities and many luxuries to make life more pleasant.

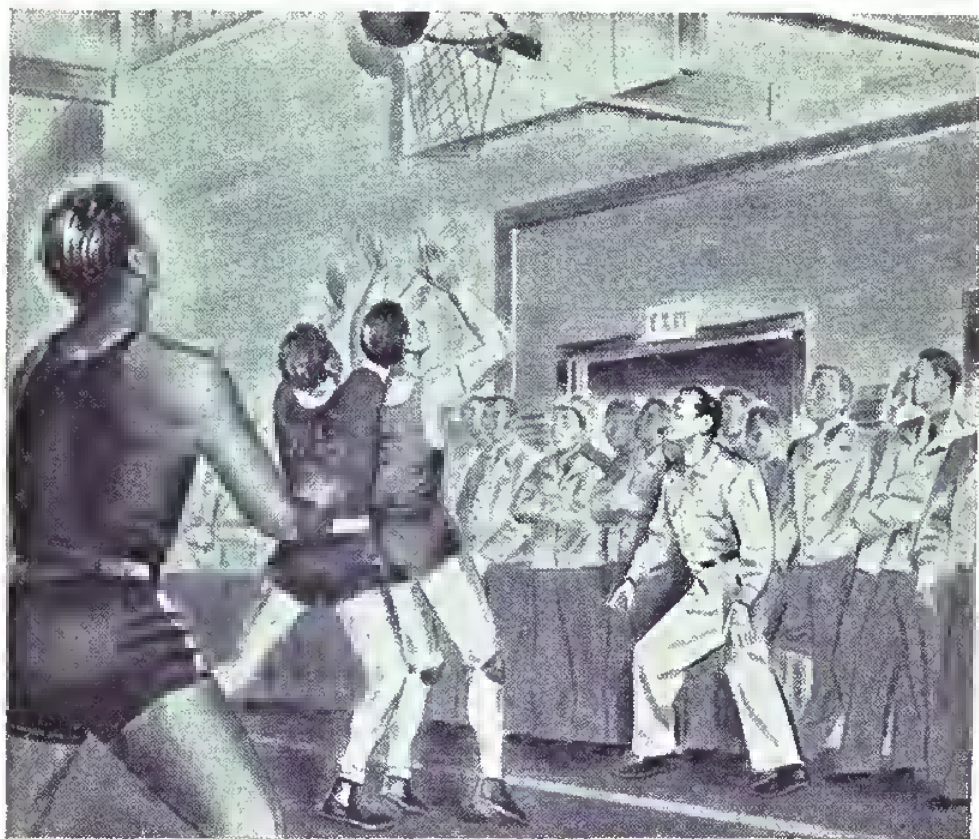
All PX's operate under the jurisdiction of the Army Exchange Service. In this manner it is possible to make arrangements with most vendors to obtain the best popular merchandise so that the prices charged you are less than those you would pay for the same article in a commercial store.

Many PX's have branches, such as a tailor shop, shoe repair shop, gift shop, barber shop, restaurant, and soda fountain, which are operated solely for your convenience.

**VISITORS MAY USE GUEST HOUSE.** The post exchange at most camps operates a guest house to provide inexpensive lodgings on the post for visitors. Because of the great number of these visitors, it is advisable to make reservations long before your visitors are expected to arrive.

**RELIGION HELPS YOU FACE HARD DUTY.** Every camp in the country and every organization overseas has facilities for divine worship. The chaplains who serve in the camps and with the fighting men extend their efforts and compassion into every element of their men's lives.

The chaplains are available for advice or consultation on any religious or moral problems, and they are also considerably helpful in any other personal matters brought to them. You can see your chaplain without asking the permission of any superior. You can attend the church service of your choice each week, unless you have specific duties with which such attendance would interfere. Most chapels also conduct programs during midweek.



*Athletics will keep you conditioned.*

Religion is always most strengthening and helpful to people whose lives are troubled, and whose realization is greatest that forces beyond their own control may alter their lives. As a soldier you can find peace and comfort in religion. With a foundation of religious understanding, you can build a broader character out of the experiences which await you. At the very beginning of your military service, establish the habit of attending chapel; get to know your chaplain.

**ATHLETICS KEEP YOU ALERT.** Your organization fund and your officers will provide a great variety of organized and individual sports. You may

want to let off steam with a basketball or baseball game, or you may want nothing more strenuous than a game of pool or table tennis, but in either case the competition and the fellowship of playing will give you a lot of fun . . . participate!

# CHAPTER 3

## YOUR PERSONAL WELFARE

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### GROUP LIVING CAN BE A GOOD LIFE

Most men are continually beset by two fears of opposite kinds. They're afraid they'll be alone and lonely—or that they'll have no privacy. For its men, the Army settles the matter quite neatly. They live as a group, sharing pleasures and hardships together on an equal basis; yet each man has rights which all others must respect unfailingly because consideration works for all or for none.

**LEARN BY LIVING WITH OTHERS.** A considerable part of what you can expect to learn in the Army will come from living closely with other men. The Army—the “great equalizer”—brings you together with types of people you may never have known. Their experiences and backgrounds, different from your own in most cases, can show you a great deal about your countrymen and save you from many mistakes which they may have made.

You have probably never been in a situation in which everyone had as much in common as you and the men around you now have. If there is a tough road march, every one of your buddies knows exactly how your feet hurt; if there is a

flu epidemic, you take your chances together. A young fellow may carry an older one's pack part of the way; someone may save the life of the fellow who kept all of you awake with his snoring during your training days. The toughest among you will learn something of the special apprecia-



*Your buddies represent every social and racial background.*

tion for other fellows which life in the Army develops. You will find out why soldiers know that war is a nasty business, but one which brings out something fine in men. You will understand why it is so hard to explain it to civilians.

**TEAMWORK WINS.** When everyone does all in his power for the success of the whole outfit, that's teamwork. If you and your mates pull together now in training, you will be a closely-knit, smoothly-functioning unit.

As part of a team, you will be given specific

jobs to do. This doesn't mean that you shouldn't use your initiative. On the contrary, if you see something that needs being done, pitch in and do it. That kind of thing spreads; it makes the team spirit that wins. Take pride in doing things well as an individual, and all of you will find a growing pride in your whole organization.

**COMPANIONSHIP HAS A PRICE.** The companionship of your barracksmates will do you a lot of good in many ways. They'll kill your gloom at times—even when you want to enjoy feeling miserable. Seeing them stand up and take it will make it easier for you to carry on when the going is tough—too tough for you to make it alone.

Living your life together with others has a price, though: You have to do your part.

Each man is responsible, for example, for all of the equipment issued to him. This equipment, as well as his personal belongings, is often exposed in the barracks and elsewhere, where anyone might take it.

The welfare and morale of the whole group demand that every man's property be perfectly safe. No soldier, regardless of the circumstances, should take or tamper with the belongings of another. Don't even borrow things from your closest friends without permission. You may forget to mention that you have taken them, and the loss will be as distressing as an actual theft would be until you remember to return what you borrowed.

Barracks life will not be pleasant unless each of



you can move about freely, confident that your belongings are safe. Once distrust begins, it spreads beyond control. Each man must remember that some day his very life may depend upon those who live around him now.

Living successfully with others requires consideration of their rights and preferences as well as of their property. Remember—your barracks-mates are as anxious as you are to live in good fellowship, decency, cleanliness, and reasonable quiet. The following are some good rules of conduct to observe. Follow them and you will find that consideration for others pays dividends in kind to you.

### SOME GOOD RULES OF CONDUCT

Respect the property of others.

Keep your equipment clean.

Always keep your body clean.

Observe good table manners.

Be quiet during quiet hours.

Don't be loud or foul-mouthed.

Do your share in cleaning up.

Don't spread "latrine rumors."

Don't be a chronic "griper."

Always be a good sport.

**GOLDBRICKING DOESN'T PAY.** Avoid goldbricking. It's a practice that *really* doesn't pay. If you are tempted, remember that there are two sides to the matter; first, if your shirking makes the boys around you work harder, they will get back at you; second, if you let some sergeant who is an old master at detecting goldbrickers catch

you in the act, you'll get yourself plenty of material to write home about—*after* your blisters have healed enough so you can write again!

**GET AHEAD HONESTLY.** If you don't already know the terms, you will soon hear about "bucking" and "sharpshooting." These are two ways some men use to try to get ahead.

"Bucking" implies all the things a soldier can honestly do to gain attention and promotion. The Army encourages individuals to put extra effort into drill, extra "spit and polish" into personal appearance. At times this may make things uncomfortable for others who prefer to take things easier, but it stimulates a spirit of competition and improvement which makes ours a better Army.

"Sharpshooting" is the process of trying to make others look bad so that you will seem better by comparison. A soldier who habitually volunteers to point out others' mistakes in classroom recitations, for example, is a sharpshooter; so is one who asks questions he hopes his instructor can't answer.

Such tricks demoralize a unit. The other men resent them.

The best rule is to be yourself. If you're really good, your superiors will recognize the fact. When a man tries to advance himself at the expense of others, his officers usually recognize what he is doing.

**BEWARE OF RUMORS!** You have been told, and will be told many more times, to "zip your lip,"

and to "avoid spreading military rumors." There are two factors to this situation: first, military information must be kept secure, and second, rumors often have a bad effect on other men.

On the personal side, you will also hear many rumors. This is inevitable. Anything which interests one man in an Army organization interests all others, because everyone has a common future. When a rumor reaches you, consider what the effect will be on your friends if you pass it on. A rumor which worries or frightens them will hurt their work, diminish the effectiveness of their training, make living with them harder. Why make yourself part of such a vicious chain? Break it!

**HOMESICKNESS ISN'T INCURABLE.** At the beginning of your military service, and perhaps later

*Ignore rumors spread by "guardhouse lawyers."*



at critical times, you may be homesick. Understand that this is not some special burden which you bear alone; it happens to everyone. You will see that men who have been in the Army longer are less troubled by homesickness. The same thing will happen to you—no matter how you feel about it now. Realizing that the misery is going to wear away makes it easier to stand while it is fresh and strong.

You can't force yourself to avoid thinking about home. Trying to do that only makes it worse. You *can* deliberately wrap yourself up in activities around you. Games, drills, company shows, friends—all these occupy your time and attention. Seek them so that automatically there will be less energy left over for feeling sorry for yourself. And don't let yourself go soft and enjoy the misery of homesickness. You're a soldier; treat your mind like a soldier's mind.

**MOST OF ALL, YOU'RE ON YOUR OWN.** You are part of a group; you enjoy the benefits of group living—but more than ever before, you must depend upon yourself. You may miss the personal care, affection and sympathy of your mother or your wife. There is no substitute for them. Face the hard fact that you must be strong enough to survive without the mental cushioning and comfort you have had in the past.

In the Army, when you cut your finger or have a headache, you won't get a lot of sympathy. The best you can ask is to be left alone until you feel better—provided, of course, that your ailment is

not serious enough for you to go on sick call. The fact that your barracksmates appear oblivious to your aches and pains doesn't mean that they don't care how you feel; it's simply that men living a hard life act that way. . Being on your own when you feel a bit bad gives you good conditioning for a time when you may have to bear much greater pains—on your own.



## FOOD IS AMMUNITION — USE IT CAREFULLY

One man in three is suffering from some form of malnutrition or some type of improper eating habit when he enters the Army. This includes the sandwich-lunch office workers and the lunch-box laborer; the can-opening apartment dweller and the “money crop” farmer. It includes the wealthy and the poor. It includes the men who will gripe about Army food at every meal which doesn't include fried chicken or sirloin steaks. It may—whether you know it or not—include you.

Within their first 6 months in the Army, most inductees gain an average of 6 pounds per man. They eat three full meals a day, at regular hours. They learn to eat some foods they never saw before, and to like some dishes they never liked before. They benefit from a balanced diet, getting the essential calories, vitamins, and minerals that they need. They become part of an Army which is better fed than any other; better fed than any civilian population.

This is what is happening to you, even if you are only vaguely aware of it. Your own reactions to Army food should prove interesting to you as time passes. You may be uncomfortable the first few times you eat in a mess hall, among strangers.

It takes a very short time to learn how to ask for what you want, and to talk to fellows who just don't remain strangers. You may not like to have to eat at specified times, but you soon realize that having everyone eat at the same time makes it possible for the food to be served hot and freshly cooked. It doesn't take long to notice that mess halls can offer a greater variety than can your own home. It will be a great day when you have to admit (probably only to yourself!) that Army chow isn't the beans, canned willie, and slumgullion that your father talked about in World War I; that it's plenty good eating and—if it weren't for KP!—you wouldn't have a squawk in the world!

**RATIONS VARY ACCORDING TO USE.** In a matter as interesting and important as your own food, you should understand something about the terms and types involved.

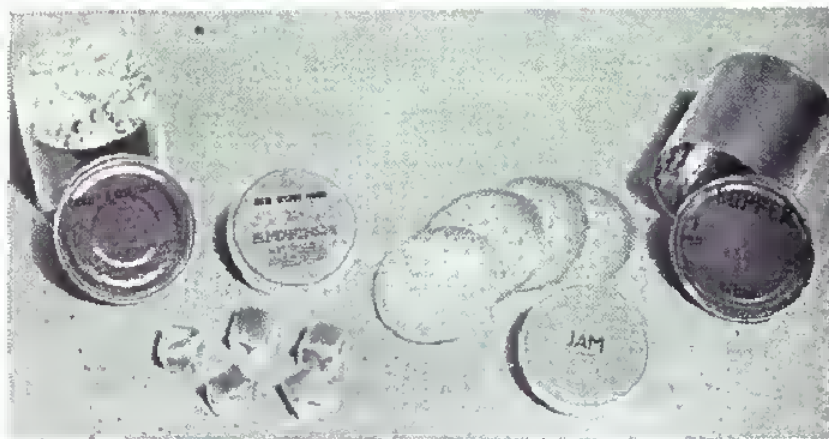
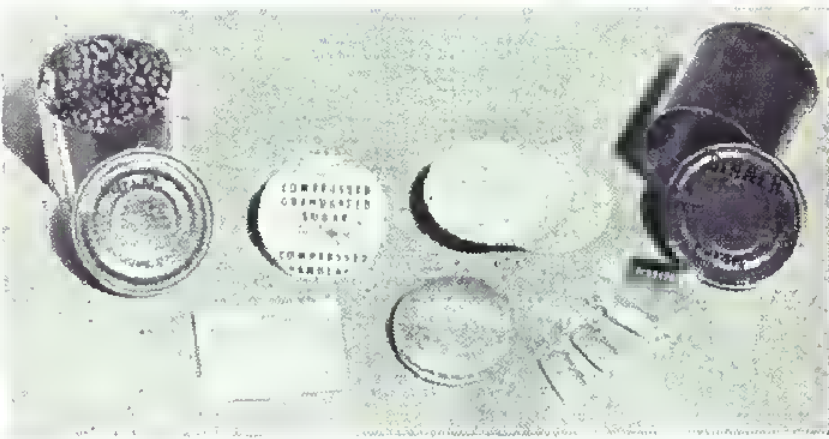
In the Army, "mess" means a meal, or in broader terms, all meals.

"Ration" was originally defined as the money value of a soldier's food for 1 day. Today it has come to mean the allowance of actual food for *one* soldier for 1 day, and the money value is spoken of as a "ration allowance."

"Garrison rations" are the food issued to troops in camps and stations in peacetime.

"Field Ration A" is the wartime equivalent of the garrison ration. It is served in mess halls in the continental United States and includes perishable items such as fresh meats, fruits, and vege-

# THESE ARE RATIONS SPECIALLY



RATION C

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tables. It represents the healthiest, best-balanced three square meals you've probably ever had.

"Field Ration B" is the ration normally issued for troops overseas. In nutritive content it approximately equals Field Ration A, but does not include any foods which require refrigeration or which cannot be stored and shipped. Most of the foods are canned or dehydrated. When properly cooked, this ration provides appetizing, filling, and nourishing meals.

There are various other field rations intended for specific situations, and others are being introduced or tested and considered. The ones which you may hear mentioned most frequently are the following: Field Ration C, consisting of canned foods for issue to individuals when it is not practical for a unit to carry bulk supplies; Field Ration D, consisting of chocolate bars for use by individuals in emergencies; and Field Ration K, consisting of paraffin-coated boxes of foods for use in combat situations. The Army also provides specialized rations for lifeboats, for stranded pilots, and parachutists, etc. For a complete description of types of rations, see AR 30-2210.

**"TAKE ALL YOU WANT—WANT ALL YOU TAKE!"**  
If you do not already realize it, you will soon learn that the Army is scrupulously careful to control consumption and eliminate waste. This care is particularly close with regard to food.

Enough rations will be issued for you to have a theoretical share of 5½ pounds of food per day. Actually there will be even more than that for

you to eat if you want it. Your ration equals about 4,500 calories per day.

The important thing is that you must not take more food on your plate or tray than you can actually eat. Food not requested can be used in a number of tasty dishes made from leftovers. Food taken on your plate and not eaten is wasted.

Don't eat regular meals anywhere except in your own mess hall unless you have a very good reason. There is food ready for you at the mess hall, and if you fail to eat it, it may be wasted. Don't be finicky about certain foods. Give them a try and you may find that you like them as Army cooks prepare them.

**FIGHTING MEN NEED A FIGHTING DIET.** The ration that you eat has been carefully developed and planned by outstanding dietitians and nutritionists. It is balanced to your needs. Each item has been put in the ration for a specific purpose. A great effort has been made to include only those foods that a majority of men like. Despite this at times you may be served foods that you don't *think* you like. In order to build your body into an efficient, hard-hitting fighting machine you should try to eat at least a small portion of each food served.

This matter of food likes and dislikes has been proved to be mainly a matter of habit. Don't say, "I can't eat that." Give it a try—take just a little, and even if it tastes a bit unusual at first, remember that you're getting the vitamins that will make you see better at night, make your load lighter on the last mile of a hike, keep you physically fit.



## PROTECT YOUR OWN HEALTH

Your good health is one of your country's most valued military assets. Your physical self will receive more interest and care than will any weapon. You belong to a group whose physical condition is most carefully guarded.

**DO YOUR PART.** Remember—this is *group* protection. The Army can go just so far. Your personal health and welfare still depend upon your own good care and good sense. The Army gives you periodic medical and dental examinations—but if you have a sore throat or a toothache, *you must take the first step* in correcting it by reporting it.

The Army provides showers in your latrine—but it has to depend upon you to wash behind your own ears and to protect yourself against athlete's foot. It provides sound advice and efficient preventive medicine to keep you from contracting a venereal disease. It expects your own care and character to make them work.

Some basic rules and information about first aid which you should learn and remember appear later in this booklet. The two physical aspects of your everyday life which you should consider

now and toward which you should establish sensible attitudes are personal hygiene and sex.



*If you feel ill report for daily sick call.*

## *Personal Hygiene*

Keeping physically fit is considered a duty in the Army. To this end, you must train yourself in regular and sensible habits of eating, exercising, eliminating, and resting. Combine a few simple habits of personal hygiene with your regular required Army routine, and almost certainly you will be healthier than you were as a civilian.

**SICK CALL COMES EVERY DAY.** Sick call is a formation held daily to enable you to receive medical examination and treatment quickly and conveniently when you need it. You do not have to wait to be told to report for this formation. When you feel that you should see a doctor, report at the

appointed time to your first sergeant, who will enter your name on the sick report, or "sick book." Then you and the other men on sick call will be sent to the dispensary for examination and minor treatments. Those needing further treatment will be admitted to the hospital; the others will be returned to duty. In some cases men who are not sufficiently ill to be sent to the hospital may be confined to their quarters for rest.

In an emergency, you can get medical treatment without waiting for sick call. Have the first sergeant enter your name on the sick report and he will send you directly to the dispensary without delay. If necessary, a doctor will be called to you.

If you believe that you need eyeglasses, false teeth, arch supports for your shoes, etc., the first step is to report on sick call and consult with a medical officer.

**EARLY TREATMENT IS ESSENTIAL.** Any time you do not feel perfectly well, or believe that you have a disease of any kind, you should report on sick call. Don't wait to see whether the symptoms will get worse. Diseases are most readily spread in their early stages. Often before you feel really sick you may be a source of infection to your friends. Don't try to treat yourself. Nearly all medicines may be harmful in unskilled hands.

If you have a cold, headache, diarrhea (loose bowels), sore eyes, a body rash, or feel feverish, report on sick call immediately.

**CLEANLINESS COMES FIRST.** No other single habit of hygiene is as important as keeping yourself clean. An unclean body is offensive to others. It also may be a source of disease to you as well as to your buddies. Be considerate of your barracks-mates as well as of yourself by observing these rules:

*Wash your hands.* You are most likely to get disease germs on your hands when you go to the toilet. Clean your hands after every time. Always wash your hands before you eat.

*Keep your body clean.* Take at least one shower a day when facilities permit. If bathing facilities are not available, scrub your body frequently with a wet cloth. When bathing, pay particular attention to your armpits, the parts between your legs, under the foreskin, and your feet. Dry yourself carefully, particularly under your arms, between your toes, and in your crotch.

*Hair should be short.* Long hair is often unsanitary and a source of infection. It can also get in the way at the wrong time, so the Army asks you to cut it short and keep it short.

*Keep fingernails clean.* Short fingernails are less likely to break and are easier to keep clean than are long ones.

*Report irritations.* If you should get athlete's foot, head lice, public lice ("crabs"), or have a continued itching on your body or head, report on sick call. These things can be cured quickly and easily by your Army doctor. If you have done your best to keep yourself clean, they will not be a discredit to you.

*Change clothing often.* Change your underwear and shirts *at least* twice a week; more often when possible. Socks should be changed daily. When laundry facilities are limited, wash your own clothes. If water is not available, shake your clothing well and hang it in the sunlight for at least 2 hours.

**EXERCISE MAKES YOU FIT.** Most soldiers lead a physically rigorous life. Others, however, in administrative jobs or specialized crafts, find that they are subjected to more nerve strain than physical exertion. These men must remember that physical fitness can only be achieved through participation in physical exercise, supplemented, of course, by sufficient rest, recreation, good food, and by other sensible health practices.

The benefits of physical exercise under conditions of reasonable living habits are self-evident. You find that you can not only do more work, but you enjoy doing it. This enjoyment results from the lack of fatigue, and this in turn results from the large reserve of energy which exceeds the demands of the work. An unpleasant task becomes less so to an individual who is physically fit.

The specific individual requirements are:

*Eliminate physical defects.* Use the medical and dental facilities.

*Get plenty of sleep.* You should sleep at least 8 hours each night. If your job is particularly vigorous, you may require more sleep.

*Rest and relax.* Mental and emotional tensions



use up a great deal of energy. Simply "let loose" of yourself for a few minutes each day, as if you were going to sleep. This will benefit you in great proportion to the time it takes.

*Avoid overindulgence.* Moderation in consumption of food and drink is essential to avoid becoming fat and easily fatigued.

**CARE FOR YOUR TEETH.** Brush your teeth at least twice a day. One brushing should always be before going to bed. Brush the teeth on both the inside and outside, away from the gums and toward the cutting surfaces. Remove any particles that remain between the teeth with thread or floss that will not injure the gums. If your teeth ache or you discover a cavity, report on sick call.

**AVOID EXPOSURE.** Stay away from any person who you know has a disease, or who you think might have a disease, unless it is your assigned duty to take care of him. Ask your friends to stay away from you when you think you are becoming ill.

These are some good rules to remember in maintaining the physical condition which is essential to a fighting man:

Eat properly and form the habit of having the bowels move regularly.

Drink plenty of water at intervals, but never when overheated.

Change wet clothes and shoes for dry ones as quickly as possible.

Never borrow cups, pipes, cigarettes, or wind-blown musical instruments.

**GOOD HABITS  
FOR  
GOOD HEALTH**

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**CHANGE WET CLOTHES.**

**DON'T BORROW  
PERSONAL ITEMS.**



**KEEP BARRACKS CLEAN.**

**VENTILATE YOUR BARRACKS.**

**CLOSE GARBAGE CANS.**



Don't borrow handkerchiefs, towels, shaving brushes, or razors.

Keep insects away from food and don't handle pets before eating.

When on KP, keep screens shut and garbage cans tightly closed.

Keep your barracks clean and report any vermin as soon as discovered.

Keep your living quarters ventilated, particularly at night.

Take salt as directed to avoid fatigue and heat prostration.

The development of an adequate state of physical fitness is an individual and *personal* problem. No program can help a man unless *he wants to be fit*. For further details on personal hygiene and for instructions on health measures in the field, consult FM 21-10.

## Sex

Your Army is aware that sex is an important consideration in the lives of its men. It has had notable success in facing and overcoming sex problems. These problems affect all the group, but you cannot help but think of them in terms of your own personal welfare. Consider the subject in its many aspects, and take to heart what your Army advises as it applies to you.

Sex has a moral aspect; it also has a physical one. Soldiers are concerned with sex as men, but also as soldiers who live away from home, family, and normal outlets for energy, and who

wear a uniform which gives them a special appeal. Individually, each soldier has private considerations.

**SEX AS A MORAL MATTER.** Let's be honest about this thing right at the beginning. The act with which this section is concerned is sexual intercourse.

Many people like to seem "smart" or sophisticated when they talk about sex. You may sometimes listen to them, even let them influence you—but *you know the truth*: sexual intercourse without marriage is everywhere condemned as *wrong*. No arguing around the point alters this, or the fact that you know it. You want to be able to like and respect yourself. If you persist in doing things which you know are wrong, *you* pay the consequences: You have to live with yourself.

**SEX AS A PHYSICAL MATTER.** It is a proved medical fact that sexual activity is NOT necessary to maintain good health. Don't let anyone tell you that lack of it will make you a weakling. As a matter of fact, men who refrain from sexual acts are frequently stronger, owing to their conservation of energy.

Don't be distressed by such natural occurrences as nocturnal emissions of semen ("wet dreams"). These are merely *normal* discharges of excess semen; they do NOT mean that anything is wrong with you.

Physically, no consideration of sex is more worthy of thought than the possibility of venereal diseases. They are almost always spread by sex-

ual intercourse. Avoid sexual intercourse outside of marriage, and you can feel reasonably sure that you will not have a venereal disease.

If you do have sexual intercourse outside of marriage, you should take certain precautions to lessen your chance of getting a venereal disease. These precautions are known as "prophylaxis." The mechanical prophylactic (condom, rubber, safety) should be put on before the sexual act begins and should be removed carefully after it has been finished. You should then report to a prophylactic station *within 2 hours*, preferably sooner, for chemical prophylaxis. You can get chemical prophylaxis at your dispensary or at one of the prophylactic stations located in almost all towns and cities near camps. Any MP, policeman, or fireman can direct you to one of these stations. The treatments are free. They are not painful. The more quickly you report for treatment after exposure, the less chance you have of venereal infection. *Never wait more than 2 hours.*

If prophylactic stations are not available, or if for other reasons you are not able to get to one for a treatment, the Army provides individual chemical prophylactic kits to be used after exposure. These kits are readily available through your company or at your post exchange. Each kit contains the necessary chemicals and an instruction sheet telling how you can give yourself a chemical prophylactic. These kits are simple to use; they are effective, and should be used as soon as possible after exposure.

When you report for prophylactic treatment, no

one will criticize you for exposing yourself. No report will be made to your unit. *Only the careless or ignorant soldier gets a venereal disease.*

If you find that you have a venereal disease, don't lose your head. It can be cured. Report on sick call. Your carelessness or ignorance has let down your Army, but nevertheless it will take care of you with the best medical treatment.

These diseases can be cured much more quickly if proper treatment is begun early. If you think that you might have syphilis, gonorrhoea, or soft chancre, *do not try to treat yourself; never go to an advertising quack doctor.* In either of these ways, you can damage your health for the rest of your life. Report on sick call at once if you think

*Best protection against venereal disease is to avoid exposure.*



you might have any of the symptoms of the disease as described in the pamphlet "Sex Hygiene and Venereal Disease" which will be given to you or in the films which you will see. Failure to report such a disease is an offense punishable by court martial. Even if you do not report it, it will be discovered sooner or later at a regular examination. By concealing a venereal disease, you would have nothing to gain, and a very great deal to lose.

**SEX AS A PERSONAL MATTER.** Sex is a primary biological urge; nevertheless, you can and should learn to control it.

You can control sex by keeping busy with other things. Avoid things which make you think of sex; "Pin-up girl" pictures, for example, are fun to have, but they are also constant irritants. Athletics are a particularly good substitute for sex. Any kind of recreation or hobby helps, because it keeps your mind busy. Hard work of any kind diminishes sex interest, and hard physical work can make you forget about it entirely. You will notice this at times when your training is most intensive.

It is not enough for you to stay away from prostitutes. Obviously, contracts with them are almost certain to bring disaster. Most soldiers know this, and accordingly prostitution is less of a problem now than it was. Today, according to actual records, most venereal disease in soldiers comes from the "amateur" girls, the so-called "pick-ups" or "victory girls." Lots of these girls

look clean, but many of them have a venereal disease. This means that *you must be careful at all times.*

Be realistic. Remember that if you pick up a girl, she knows very little about you. If she is willing to have sex relations with you, she would be willing with others. Isn't it certain that she knew very little about the last one who picked her up? How can even she know that she is not infecting you?

**THINK FOR YOURSELF.** Some things which can be said about sexual self-control apply to all soldiers; others apply only to certain ones.

For example, young men who find themselves away from home and with considerable free time after their basic training are exposed to temptations which are new and likely to be more exciting to them than they are to older men. Consequently, they have to use a higher degree of self-discipline, and avail themselves more of recreational facilities.

Married men must decide for themselves whether it is permissible to seek any feminine companionship away from home. They must realize that while such society may make life seem easier and their own attitudes brighter, innocent ventures can go further than intended, and in case of trouble, a married man has more to lose than has an unmarried one.

No one can say everything which applies to your own case. You must use your own mind to stay out of trouble, to be happy in your Army life, and to do your duty fully as a soldier.





## FIRST AID IS OF FIRST IMPORTANCE

You are in good health when you enter the Army. Everything from a balanced diet to competent medical care is provided to put you in even better shape. In rigorous training or in combat, however, there may be times when your very life will depend, not upon health, but upon your knowledge of first aid. No other part of your training is more important to you as an individual.

First aid consists of the temporary emergency measures which a soldier can carry out for himself or a companion in a case of sudden illness or accident before the services of a medical officer can be secured. Very often the only first aid necessary is to prevent further injury to the patient by well-meaning meddlers.

**FIRST, LEARN THE "DON'TS."** People who want to be helpful can harm a person who has been injured if they become excited and start doing things just to be doing something. Before you do anything at all for a patient, recall these "don'ts":

Don't get excited. Your excitement may frighten the patient and it can easily lead you to do the wrong thing.

Don't move the patient until the extent of the injury is determined. If there are broken bones or internal injuries, dragging the patient around will cause complications.

Don't let the patient move. Keep him warm and lying comfortably, with his head level with his body. He may be suffering from shock, and shock can be fatal.

Don't give liquids to an unconscious patient. Liquids may enter the windpipe and strangle a person who cannot control his own reflexes.

Don't give stimulants of any type. In many cases they may be exactly the wrong thing.

Don't revive an unconscious patient. Trying to bring him back to consciousness may aggravate shock.

Don't wash a wound, as with soap and water. Let the medical officer sterilize the wound when he arrives.

Don't attempt to "explore" a wound or remove blood clots or foreign matter; leave this for the medical officer.

Don't use iodine in or around the eyes or in a body cavity.

Don't do too much. When you have done everything you *know* to be right for the situation, *don't do anything more*. It's not fair to the patient to work off your own excitement by constantly annoying him with helps which may be wrong. If the injury appears to be serious, don't take the patient to a hospital or dispensary; bring medical assistance to the patient.

—THEN DO THESE THINGS. The best things to do for an injured or ill person in most cases are the ones which common sense would direct.

Keep him warm. Cover him well and be sure that he has something under him to prevent chilling by contact with the ground. Warmth is most important in preventing shock, even on a warm day. If possible, fill canteens with hot water and place them between his legs and under his armpits—always outside his clothes, to avoid burning him.

Keep them calm. Act normally yourself, keep bystanders from crowding around, and assure the patient that medical aid is coming.

Loosen clothing to make breathing easy.

Stop bleeding by the best means available.



Get a medical officer or an enlisted man of the Medical Corps as quickly as possible.

**USE THE FIRST AID PACKET.** Among the items of your equipment is a first aid packet. Never open the airtight container until you are going to use the contents; it has been packed under pressure and you will not be able to restore the packet. You will be given detailed instruction in the use of the packet.

**READ THE MANUALS.** You may be able at some time to save your own or another's life because of a knowledge of first aid. Time invested in reading manuals on the subject is well spent. They are FM 8-50 and FM 21-11.

# CHAPTER 4

## WORKING AS A SOLDIER

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### MAKING THE MOST OF YOUR OPPORTUNITIES

The Army offers opportunities of many kinds to help its men train themselves now as citizens of the future. You, as a citizen-soldier, can protect your own future by being an alert and informed soldier.

**"INFORMATION" PUTS YOUR MIND TO WORK.** The Army wants you to think straight, to think for yourself. It needs soldiers who can test an idea for truth or falsehood, who pride themselves on being responsible, intelligent citizens. The Army offers help and encouragement through its "Troop Information Program."

In the troop information program, you will be shown a series of motion pictures on current topics. Maps and booklets will be provided for your study, and you will hear lectures and discussions by qualified officers and men. You'll probably be surprised at the frankness with which every subject is discussed. Give your full attention to the program and you will benefit now as a soldier, and later as a citizen.

**YOU CAN ENROLL IN THE ARMED FORCES INSTITUTE.** The United States Armed Forces Institute, an official agency of the War and Navy Departments, has been providing educational opportunities to more than 1,000,000 men in the service since April 1942, and will continue to offer educational opportunities through the Madison, Wisconsin, headquarters, and the oversea USAFI branches. Over 250 correspondence courses in a wide range of subjects at high-school, technical-school, and college level are available. One fee, \$2.00, enrolls any service man or woman for these correspondence or self-teaching courses. Service personnel stationed within continental limits of the United States may ordinarily enroll for only one course at a time. Upon completion of one course, enrolled individuals may apply for an additional course without further charge. Ap-

*You may develop your skills at a specialists' school.*



proximately eighty-five colleges and universities offer correspondence courses to military personnel through USAFI. The Government will pay part of the cost of these courses. Some 300 high-school and college textbooks, known as Education Manuals, have been selected and developed for use in locally organized classes. USAFI supplies these books without charge. Self-teaching texts are also available at junior and senior high-school level. These books are designed to be studied effectively without the assistance of an experienced teacher. An accreditation service has also been developed as an aid to service personnel who desire to have their educational experience reported to civilian educational institutions for academic credit evaluation.

You may enroll by asking your librarian, Special Services officer or Red Cross Field Director for a form, or by asking for one by letter to the Commandant, U. S. Armed Forces Institute, Madison, Wisconsin.

**SPECIALISTS' SCHOOLS ARE OPERATING.** After you have finished your basic training, you will be available for consideration as a student at one of the specialists' schools operated by the various branches of the Army. Each school has courses in subjects appropriate to the work of its branch. Your unit commander may select you to study at one of these schools if your aptitude has impressed him; or at the proper time you may request this by presenting for consideration your qualifications and past experience in the field.

**SELF-EDUCATION IS EVERY MAN'S OPPORTUNITY.** Most camps have libraries. Service clubs also frequently have libraries and most day rooms have some books. All orderly rooms are supplied with manuals on subjects related to the work of the unit. Invest some of your free time in serious study; its rewards in personal satisfaction and in advancement are very well worth it.

**PLAN TO PROGRESS WITHIN THE ARMY.** A few men in the Army are thoroughly satisfied with their civilian accomplishments; they ask no more after their military service is completed than to go back to their old jobs.

Many more hope to do better than they did before. They realize that an honorable discharge will be just the beginning of a new round in the battle for success and security. These are the ones who should work hardest for advancement within the ranks. Prospective employers are certain to be more impressed by men who have earned promotions in the Army than by those who have just served. Furthermore, success is a way of living; it is a habit which is never forgotten, once acquired.

You can win advancement by observing the specific suggestions made here. More than that, you must see or make your own opportunities to do extra work or to do your assigned work especially well. Keep mentally alert. Stay "on the ball." It won't go unnoticed.

**OPPORTUNITIES FOR BECOMING AN OFFICER.** As



an enlisted man in the Army, you have a chance to become an officer—slim, yes but the opportunity is open for a few each year. There are two roads open to become an officer. These are through selection and successful completion of either the Officer Candidate School or the United States Military Academy.

Information concerning requirements for attendance at Officer Candidate School is contained in AR 625-5.

Information concerning appointment of enlisted men to the United States Military Academy is contained in section VI, WD Circular 151, 1945.

**KNOW THE RANKS AND RATINGS.** In dealing with other military men, you will have to be able to recognize their ranks and ratings to know what authority they hold.

Your superiors will be of three types—commissioned officers, warrant officers, and noncommissioned officers.

Commissioned officers are those, from general of the Army to second lieutenant, who have been commissioned by the President, in his capacity of Commander-in-Chief of the Army.

Warrant officers, senior and junior grade, and flight officers hold warrants of their grade, issued by the Secretary of War. They rank between commissioned officers and noncommissioned officers. They rate salutes and are addressed by the title "Mister."

Noncommissioned officers, from master sergeants to corporals, are appointed by their

superiors when they have proved themselves worthy. They do not rate salutes, and are addressed by prefixing their ranks to their last names.

Privates, first class, are not considered non-commissioned officers, although promotions to this rank are awarded as in the cases of the latter.

**YOU CAN IDENTIFY EVERY SOLDIER.** As you progress in your military service, you will find that each branch of the Army has things of which it is particularly proud. Men who serve together in any branch have a good deal in common. They like to be able to recognize each other. For this reason the uniform includes distinctive marks for each branch. These are of two types: colored hat cords and metal collar insignia. These are the identifying colors of the various cap braids:

The Adjutant General's Department: Dark blue piped with scarlet.

Air Corps: Ultramarine blue piped with golden orange.

Cavalry: Yellow.

Chemical Corps: Cobalt blue piped with golden yellow.

Coast Artillery: Scarlet.

Corps of Engineers: Scarlet piped with white.

Detached Enlisted Men's List: Green.

Field Artillery: Scarlet.

Finance Department: Silver-gray piped with golden yellow.

Infantry: Light blue.

# INSIGNIA OF GRADE, U. S. ARMY

## COMMISSIONED OFFICERS



GENERAL OF  
THE ARMY



GENERAL



LIEUTENANT  
GENERAL



MAJOR  
GENERAL



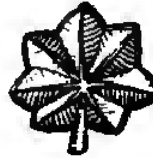
BRIGADIER  
GENERAL



COLONEL



LT. COLONEL  
(Silver)



MAJOR  
(Gold)



CAPTAIN



FIRST  
LIEUTENANT  
(Silver)



SECOND  
LIEUTENANT  
(Gold)



CHIEF  
WARRANT  
OFFICER



WARRANT  
OFFICER  
JR. GRADE

## NONCOMMISSIONED OFFICERS



MASTER  
SERGEANT



FIRST  
SERGEANT



TECHNICAL  
SERGEANT



STAFF  
SERGEANT



TECHNICIAN  
3D GRADE



SERGEANT



TECHNICIAN  
4TH GRADE



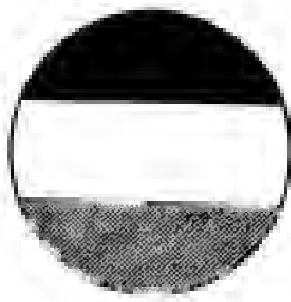
CORPORAL



TECHNICIAN  
5TH GRADE



PRIVATE  
FIRST CLASS



ARMY GROUND  
FORCES



ARMY AIR  
FORCES

*These are typical shoulder patches.*

Medical Department: Maroon piped with white.

Military Police: Yellow piped with green.

Ordnance Department: Crimson piped with yellow.

Quartermaster Corps: Buff.

Signal Corps: Orange piped with white.

Tanks: Green piped with white.

Tank Destroyer: Golden orange with black.

Transportation: Brick red with golden yellow.

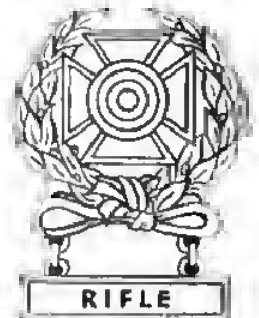
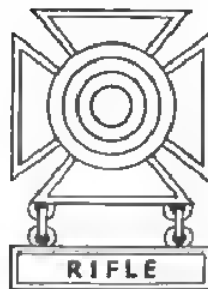
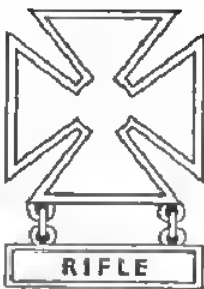
Women's Army Corps: Old gold piped with moss green.

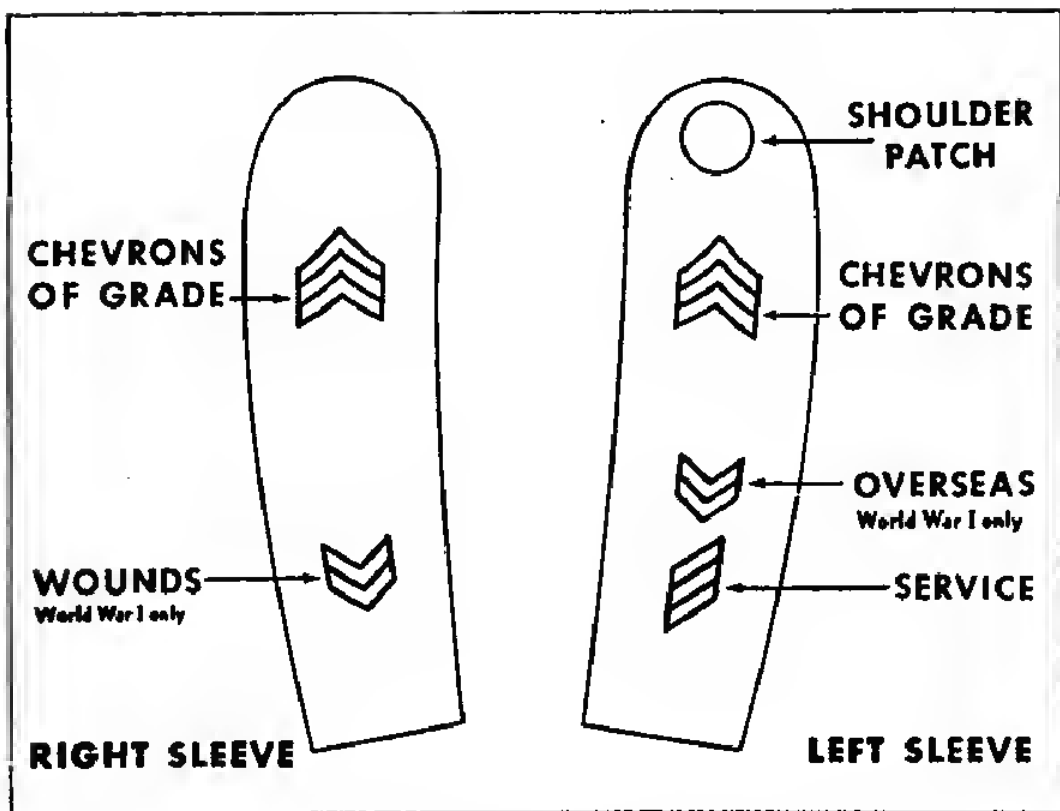
*You may qualify for these badges on the rifle range.*

MARKSMAN

SHARPSHOOTER

EXPERT





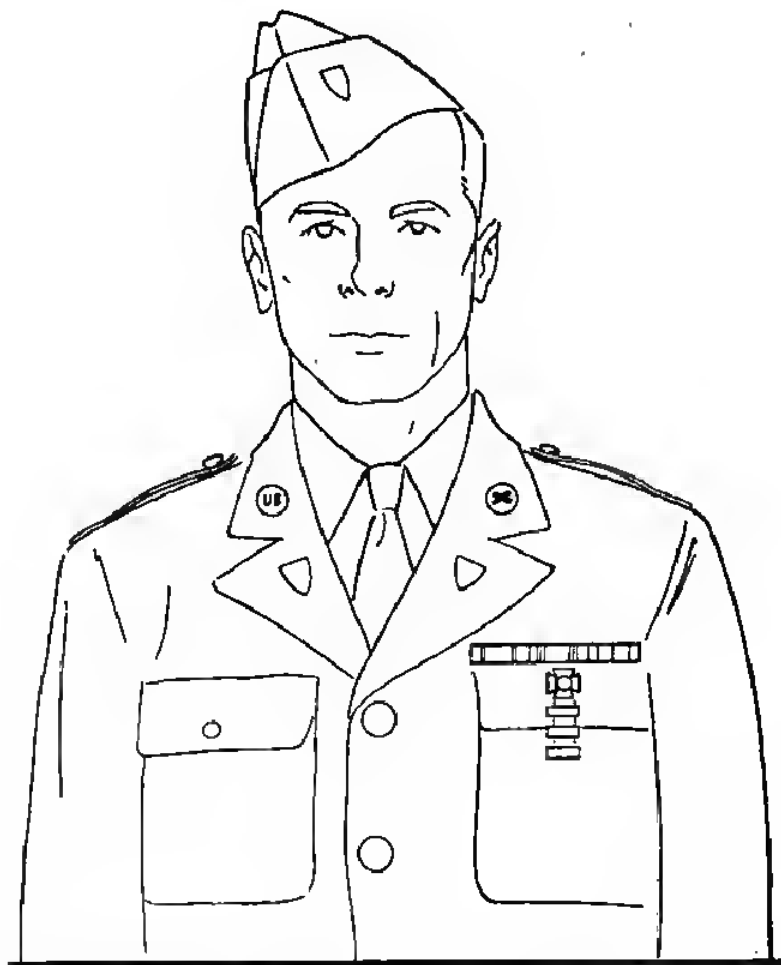
*Wear your sleeve insignia as shown in these diagrams.*

In addition to these devices, which serve as broad identification of the assignment of each individual, each assigned man wears a shoulder sleeve insignia ("shoulder patch") which identifies the service or unit to which he is attached.

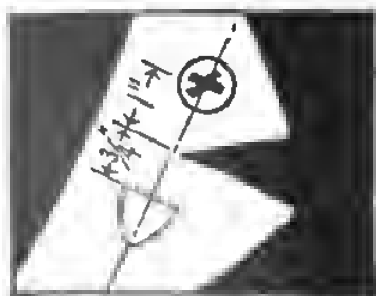
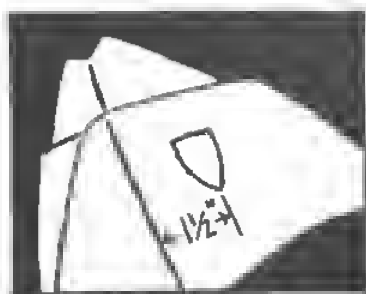
Finally, so that a man's allegiance to his own organization may be shown, many units have their own identifying marks. These are known as "pins" and are worn on the blouse lapels by enlisted men and on the shoulders by commissioned officers.

Even individuals' personal service may be shown by devices worn on the uniform. Distinctive chevrons commonly known as "hash marks"

are worn for each 3 years' service in the Army; other chevrons and bars are worn for oversea service—or for wounds received in World War I.



*This is the proper way to wear insignia on your blouse and cap.*



When a man serves with special distinction or honor, the Army awards decorations and medals. Ribbons are issued to represent the medals, and the ribbons are customarily worn on the blouse. Campaign ribbons are also awarded for service in the various theaters of operations.

Very soon, you will have an opportunity to qualify as a gunner with one or more types of weapons. For qualifying as an expert gunner, sharpshooter (1st class gunner) or marksman (2d class gunner), you will be awarded a badge which you will wear on your blouse. A bar is worn under the badge for each type of weapon with which you have qualified. These are listed in AR 600-75.

Other special badges are awarded to men in the infantry, parachute troops, and aviation troops.

**DON'T BE A PHONY HERO!** Occasionally men are wearing decorations, medals, and campaign ribbons to which they are not entitled. There are severe penalties for such misrepresentations. The time may come when *you* will be awarded a medal for especially distinguished service. When that happens, you will want to know that this recognition of your acts of sacrifice or heroism is reserved exclusively for you and the others who have served so well. In the meantime, do not cheat those who have already won them by wearing decorations and medals you haven't earned.



## YOU MUST KNOW "THE SCHOOL OF THE SOLDIER"

One of the reasons for the success of Army training is that it teaches every subject from the very beginning; from the ground up. There may be times when you will wish that your instructors would assume that you know the fundamentals; more often, you will be grateful for the primary instruction which gives you a solid foundation for your later learning.

This booklet is the primer which is intended to give you a good start on your way toward becoming a military man. Accordingly, the military drill instruction in it is limited to the basic things which you should know early in your Army career. Technically, this is known as the steps and facings of the School of the Soldier.

Until you know these steps and facings you will seem awkward in military formations; you will be uncomfortable. Learn these first lessons now.

**UNDERSTAND THE TERMS.** The first time you join a military formation you will hear terms which you must understand.

A "rank" is a line of men standing side-by-side.

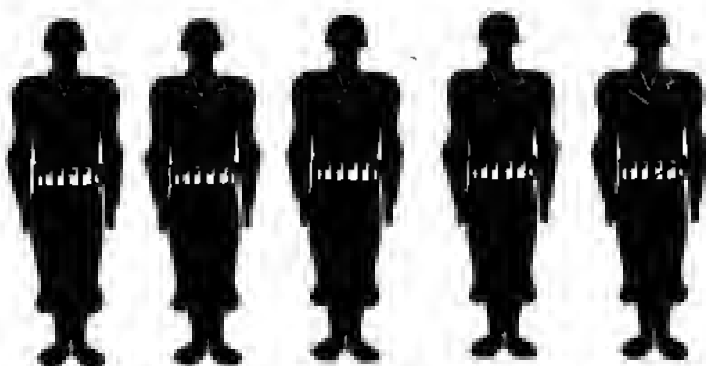
A "file" is a line of men standing one behind another.



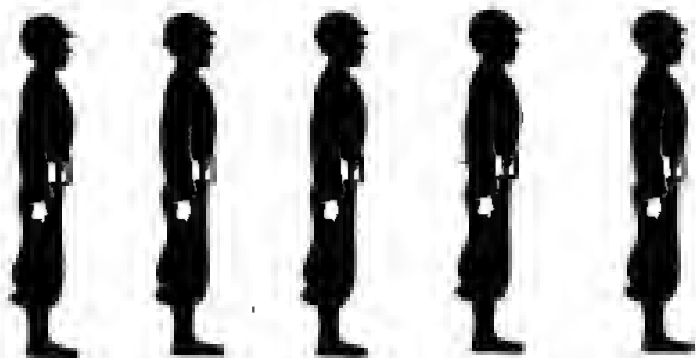
“Distance” is the space between men or groups, measured from front to rear.

“Interval” is the space between men or groups, measured laterally; for example, the normal interval between men in a rank is an arm’s length.

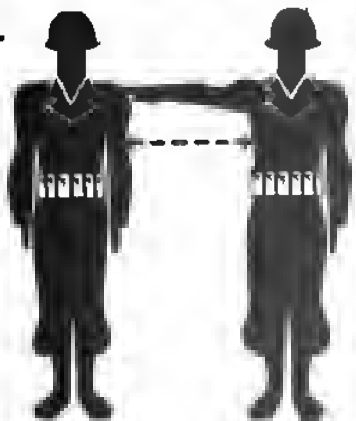
RANK



FILE



INTERVAL



DISTANCE



*You should know these terms.*

To "dress" means to bring yourself in line with the other men in your rank. Normally, dress is to the right.

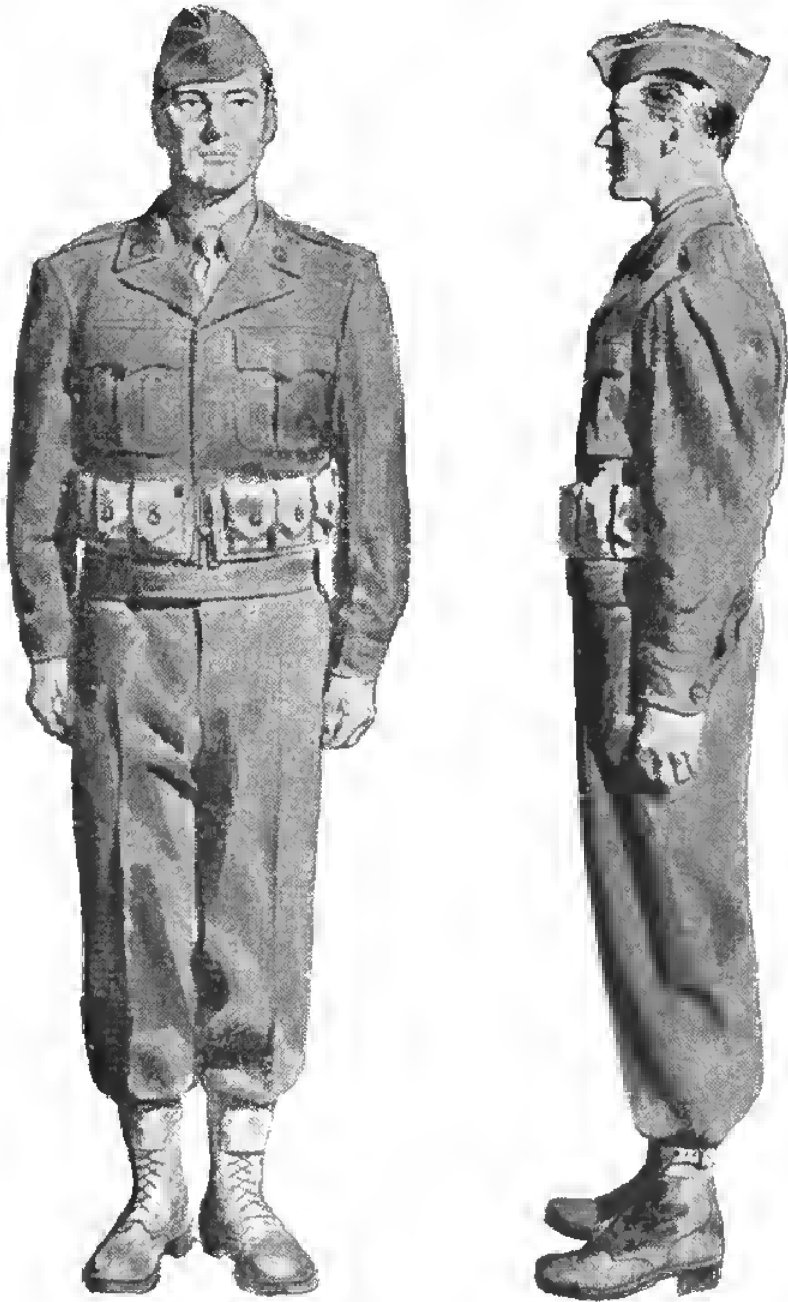
To "cover" or "cover down" means to bring yourself in line in file; that is, to place yourself directly behind the man ahead of you.

**THE NATURE OF COMMANDS.** Almost all commands are in two parts. The first part is known as the "preparatory command," and the second part is known as the "command of execution." The first part is given to forewarn you; the second part is a signal to perform as ordered. For example, the command **RIGHT FACE**, is given as **1. RIGHT, 2. FACE**. At the command **RIGHT** do not make any move; merely prepare for the command **FACE**, which will follow. You may have a tendency at first to be overanxious. Avoid "anticipating the command." By waiting for the command of execution, you contribute to the precision of movement of your whole group.

**ASSUME THE POSITION OF ATTENTION.** You will be expected to memorize the description of "The Position of the Soldier," or "Attention":

- Heels on the same line and as near each other as the conformation of the man permits.
- Feet turned out equally and forming an angle of 45°.
- Knees straight without stiffness.
- Hips level and drawn back slightly.
- Body erect and resting equally on hips.

- Chest lifted and arched.
- Shoulders square, and falling equally.
- Arms hanging straight without stiffness.
- Thumbs placed along seams of trousers.

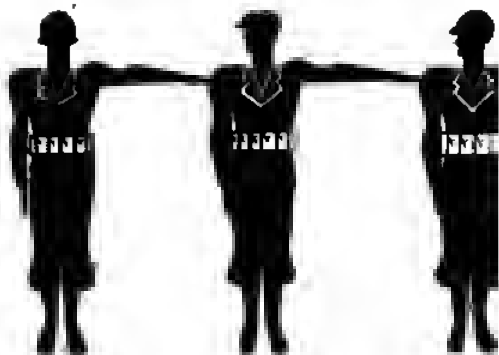


*Memorize "The Position of the Soldier,"  
or "Attention."*

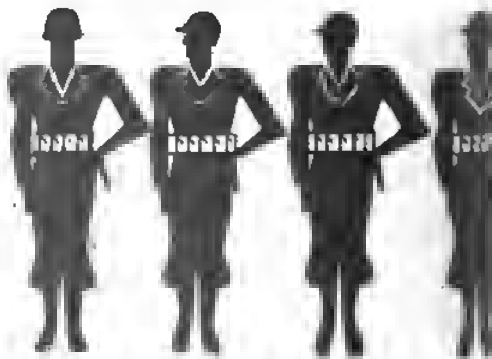
- Backs of hands turned out (not front).
- Fingers held naturally.
- Head erect and squarely to the front.
- Chin drawn in so that axis of head and neck is vertical.
- Eyes straight to the front.
- Weight resting equally on the heels and balls of the feet.
- In assuming the position, the heels are brought together smartly and audibly.

**YOU JOIN A FORMATION.** At the command **FALL IN**, you and the other men form yourselves in ranks (as directed) with the taller men to the right. This is a formation *in line*. On falling in, each man except the one at the extreme left of each rank extends his left arm at shoulder height, with the palm of his hand down and with his fingers extended and joined. Each man except the one at the right of each rank turns his head to the right so that he can see to place himself in alignment. Each man's shoulder lightly touches the extended fingers of the man to his right. As soon as proper intervals have been established, each

**NORMAL INTERVAL**



**CLOSE INTERVAL**



man drops his arm smartly to his side, turns his head to the front and automatically assumes the position of attention.

The person in charge of the group may give the order, 1. AT CLOSE INTERVAL, 2. FALL IN. This command is executed in the same manner as already described, except that to establish close intervals (4 inches), each man places his left hand on his hip, with the heel of his hand resting on his hip and with his fingers and thumb joined and pointing down and his elbow in the plane of his body.

**YOU MAY BE GIVEN A REST.** Men are not ordinarily held at attention for long periods. There are four other positions, known as the "rests." These are "Fall out," "Rest," "Parade rest," and "At ease."

At the command **FALL OUT** you are permitted to leave the ranks but are required to remain in the immediate vicinity. You resume your former position at the order **FALL IN**.

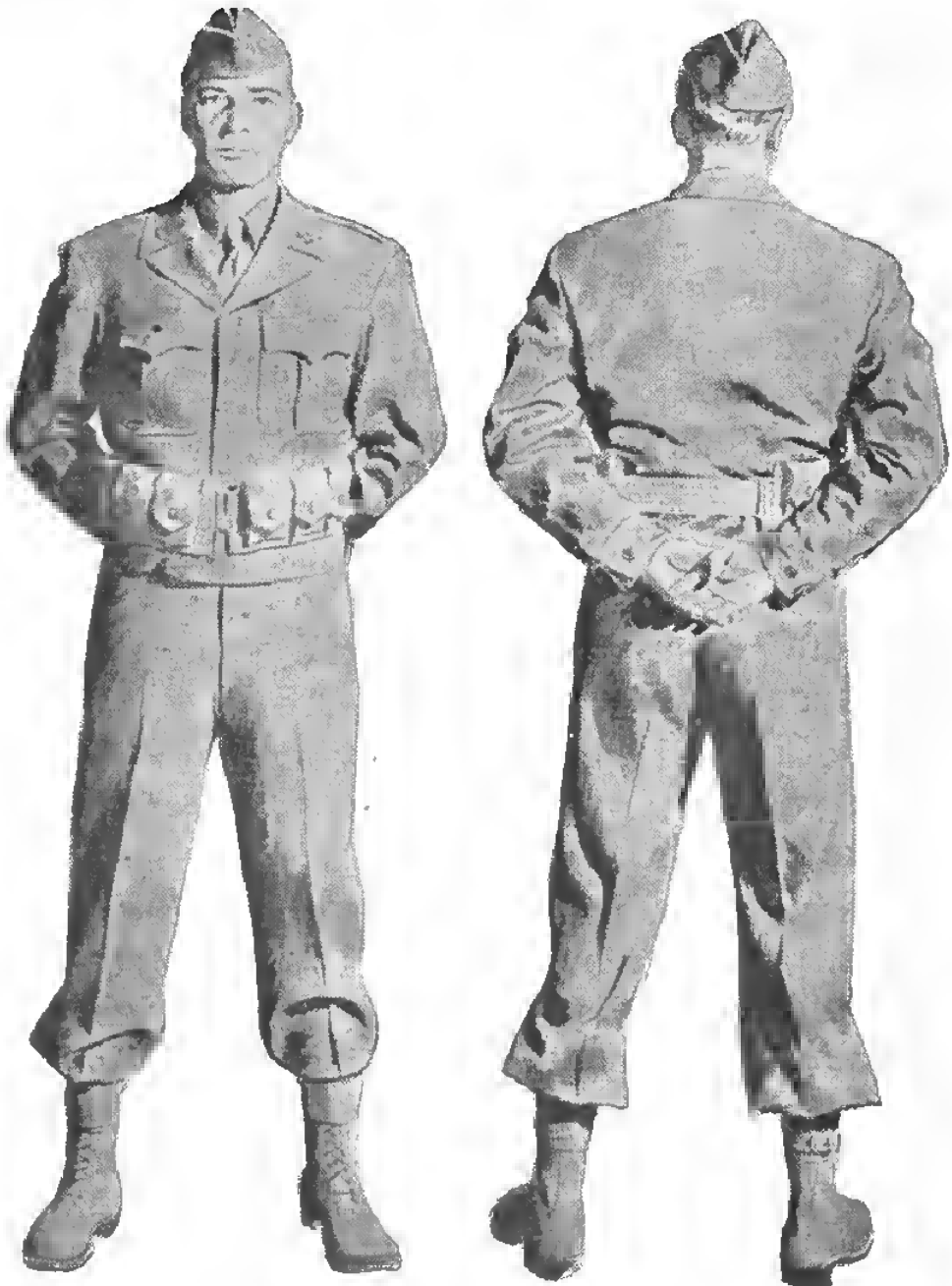
At the command **REST** you may move around as long as you *keep one foot in place*, and you are permitted to talk.

At the command **PARADE REST** given when you are at attention, move your left foot smartly 12 inches to the left, keeping both legs straight so that your weight rests equally on them. At the same time, clasp your hands behind your back, palms to the rear, with the thumb and fingers of your right hand clasping your left thumb lightly. While this position is classified as a "rest," it is

ordinarily used for ceremonies, such as Retreat. Preserve silence, and do not move.

At the command **AT EASE** you may move about as long as your *right* foot remains in place. You are not permitted to talk. This command is fre-

## PARADE REST



quently given when the formation is to receive instructions.

**ACTIONS ARE IN CADENCE.** Good soldiers have a characteristic manner of walking. Part of this is due to the rate at which they walk. This rate, known as "cadence," is 120 steps per minute, or 2 per second. This is the cadence of "quick time." All steps and facings, as well as the manual of arms, are executed normally at "quick time."

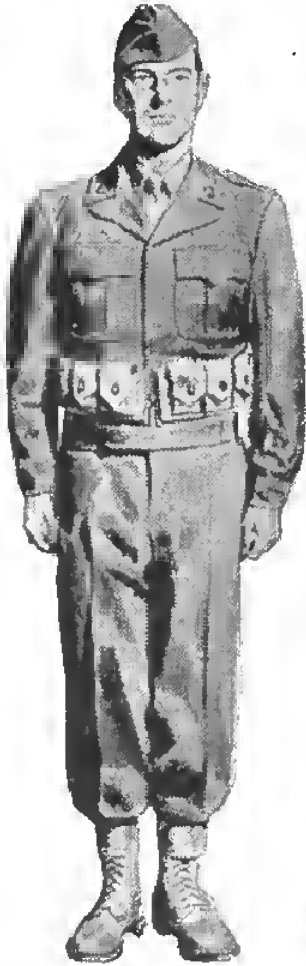
**SOME COMMANDS ARE "BY THE NUMBERS."** When you are learning to drill, your instructor may want you to make each movement separately, and at his command. To accomplish this, he will give commands "by the numbers." For example, he will say, "By the numbers **RIGHT FACE.**" The command of execution is equivalent to the count of **ONE**. At the command of execution, make the *first move only* and hold that position. For the second movement he will command **TWO**, and you execute the second part of the facing. Do not execute commands by the numbers unless specifically ordered.

**FACINGS AT A HALT.** Your formation will usually be faced to the side before it moves. Normally, the formation will face to the right, so that the tall men who were at the right of each rank become the front men.

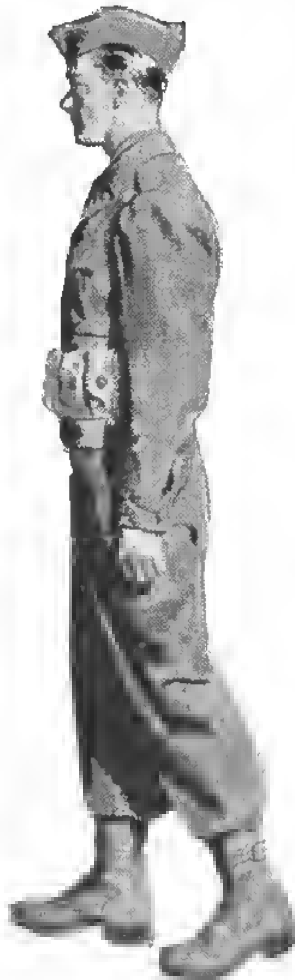
At the command, **1. RIGHT, 2. FACE**, raise your left heel and right toe at the same time, and turn by pivoting on your right heel, assisted by pres-

sure on the ball of your left foot. At the next count, in the cadence of quick time, bring your left foot in line alongside your right. The facing is completed in two counts.

The command, 1. LEFT, 2. FACE, is executed similarly on the left heel and the ball of the right foot.



RIGHT FACE



ONE

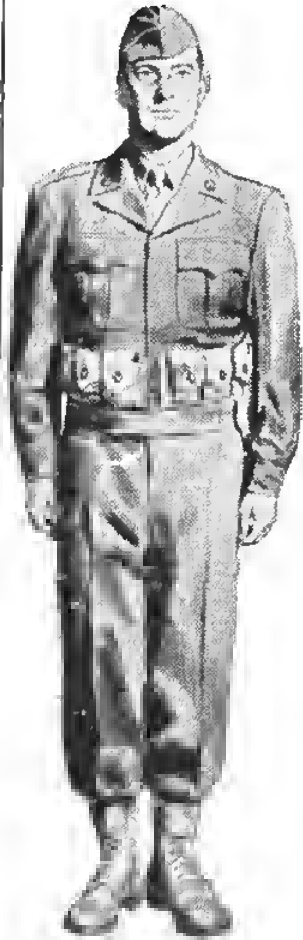
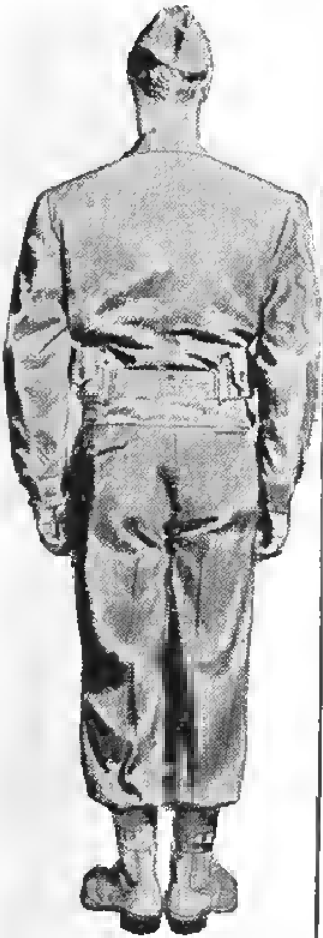


TWO





To face the formation to the rear at a halt, the command will be given, 1. ABOUT, 2. FACE. At the command of execution, move your right toe approximately one-half the length of your own foot to the rear of, and slightly to the left of, your left heel. (The exact position of your right



ABOUT FACE

ONE

TWO

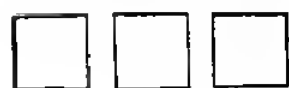
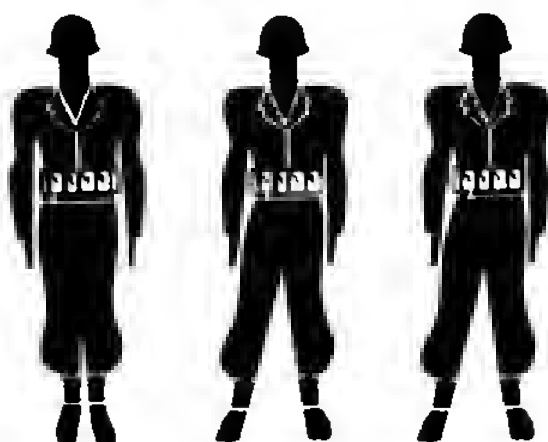


toe depends on the size of your feet.) This is done on the first count and without changing the position of the left foot. At this position you will have most of your weight on the heel of your left foot; your right leg will be straight, without stiffness. At the second count, face to the rear by turning to the right on your left heel and the ball of your right foot. If you have placed your right toe properly on the first count, the turn will bring your feet together so that your heels are even. Do not swing your arms as you make the turn. The facing is completed in two counts.

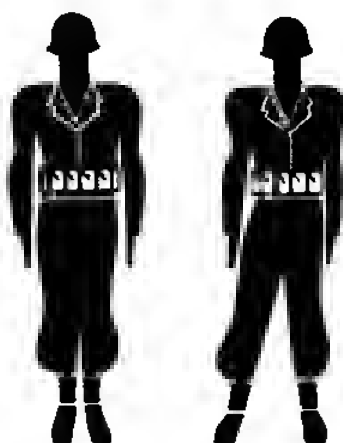
**YOU MARCH AT CLOSE INTERVAL.** If your unit has formed in several ranks and then faced to the side, the men will be in column with normal interval between files. A column usually marches with close interval between its files. The command is,

### CLOSE—MARCH

#### THREE FILES



#### TWO FILES



1. CLOSE, 2. MARCH. At the command of execution, given at a halt, the base squad (guide file) stands fast and the squads away from the guide, side step toward the base squad until the interval between men is 4 inches. If the command is given while marching, the squads away from the guide oblique toward the guide until the interval between men is 4 inches, and take up the half-step when abreast of the base squad. The base squad takes up the half-step until the dress has been regained. The command to resume normal interval is 1. EXTEND, 2. MARCH. At this command of execution, the procedure of CLOSE MARCH is reversed.

**MARCH SMARTLY.** The command to move the formation ahead is 1. FORWARD, 2. MARCH. At the preparatory command FORWARD *do not lean forward*. It will help you start marching smoothly if you slightly shift your weight to your right leg at this command, but do not make the movement noticeable. At the command MARCH, step off smartly with your left foot. Remember that *all steps and marchings from the halt begin with the left foot*, except 1. RIGHT STEP, 2. MARCH. March at a cadence of 120 steps per minute, taking a 30-inch pace with each step. Swing your arms, without bending them at the elbows, 6 inches to the front of and 3 inches to the rear of the position where they naturally hang.

**DOUBLE TIME IS FASTER MARCHING.** "Double time" amounts to jogging or dogtrotting in an orderly fashion. The command is, 1. DOUBLE TIME,

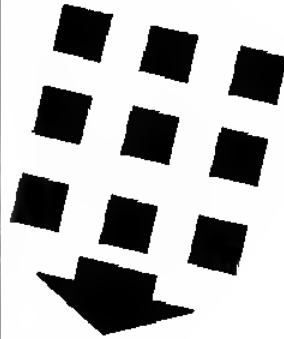
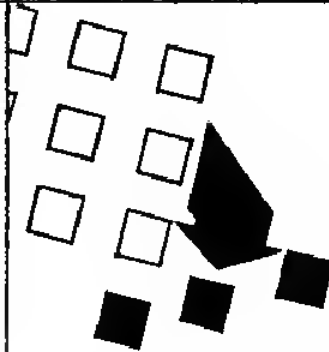
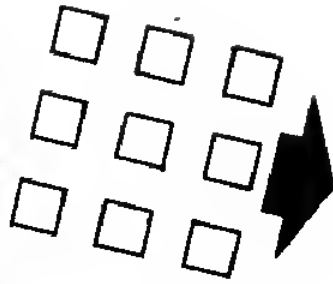
2. MARCH. The cadence is 180 steps per minute (3 per second). To resume quick time from double time, the command is, 1. QUICK TIME, 2. MARCH.

**THE FORMATION CHANGES DIRECTION.** Your commander may have the formation turn as a column, so that each man turns as he reaches a prescribed point, or he may have each man turn simultaneously.

At the command, for example, 1. COLUMN RIGHT, 2. MARCH, given while marching so that the command of execution comes as the right foot strikes the ground, the first man in the right file advances one more step, pivots on the ball of his left foot, then steps off in the new direction with his right foot. His first step is 30 inches; then he takes 15-inch half-steps until the other men of his rank, who have taken oblique turns around the point of his pivot, have caught up and aligned themselves with him. Then all of this rank resumes full steps. The second man in the right file continues marching at the command of execution, but as he reaches the original man's pivot point (on his third step after the command of execution) he executes the turn, takes a 30-inch step followed by half-steps until the other men of his rank are aligned with him. Then that rank resumes full steps. The movement continues accordingly.

The command, 1. COLUMN LEFT, 2. MARCH, is executed in the same manner except that each man of the left file makes the pivot on the ball of

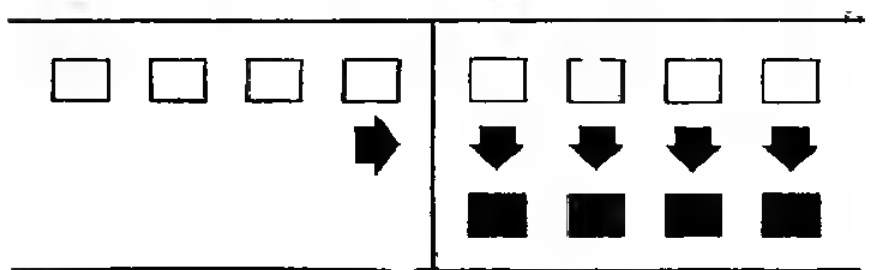
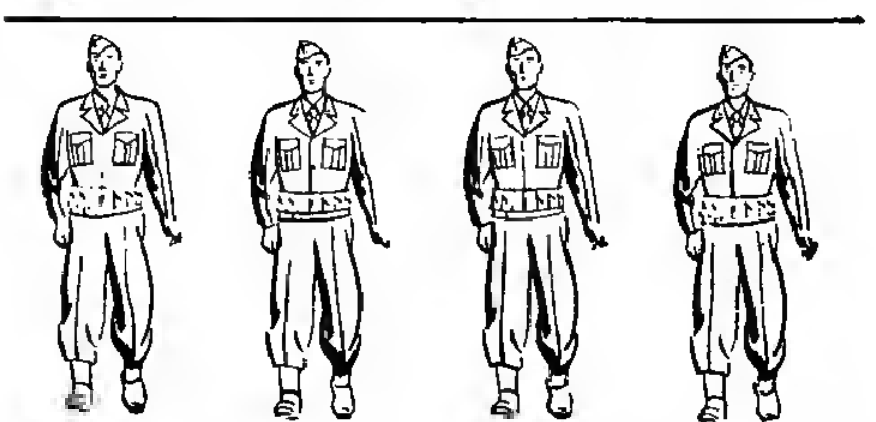
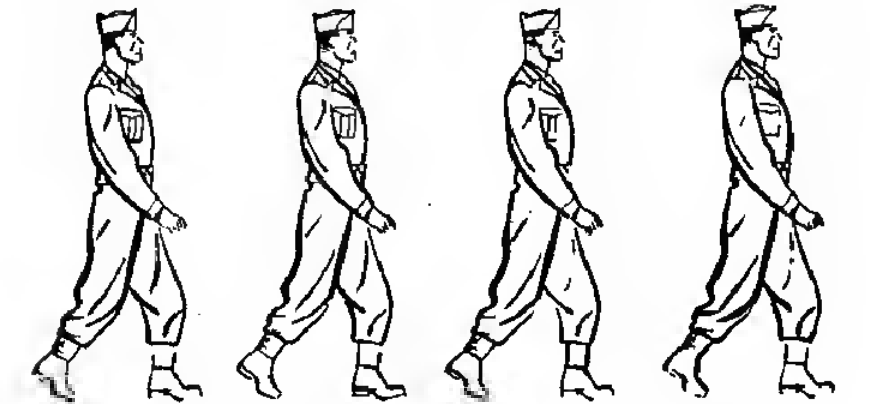
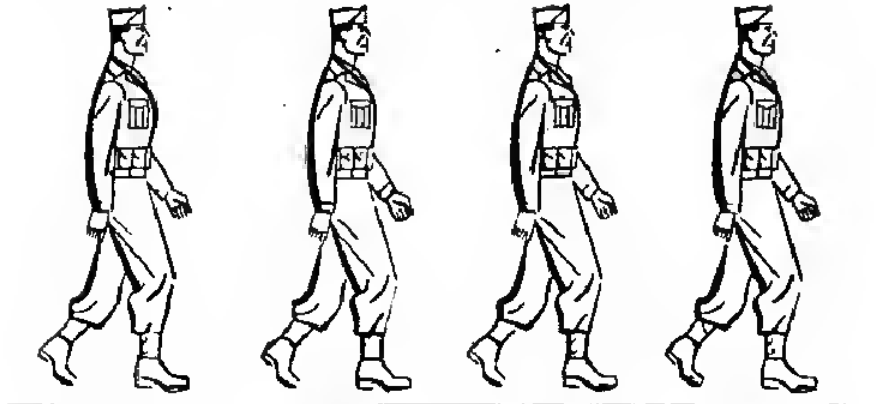
# COLUMN RIGHT MARCH



his right foot, while the men of the other files oblique around the pivot point.

A column left command of execution is given as the left foot strikes the ground and a column right command of execution is given as the right foot strikes the ground.

# BY THE RIGHT FLANK MARCH

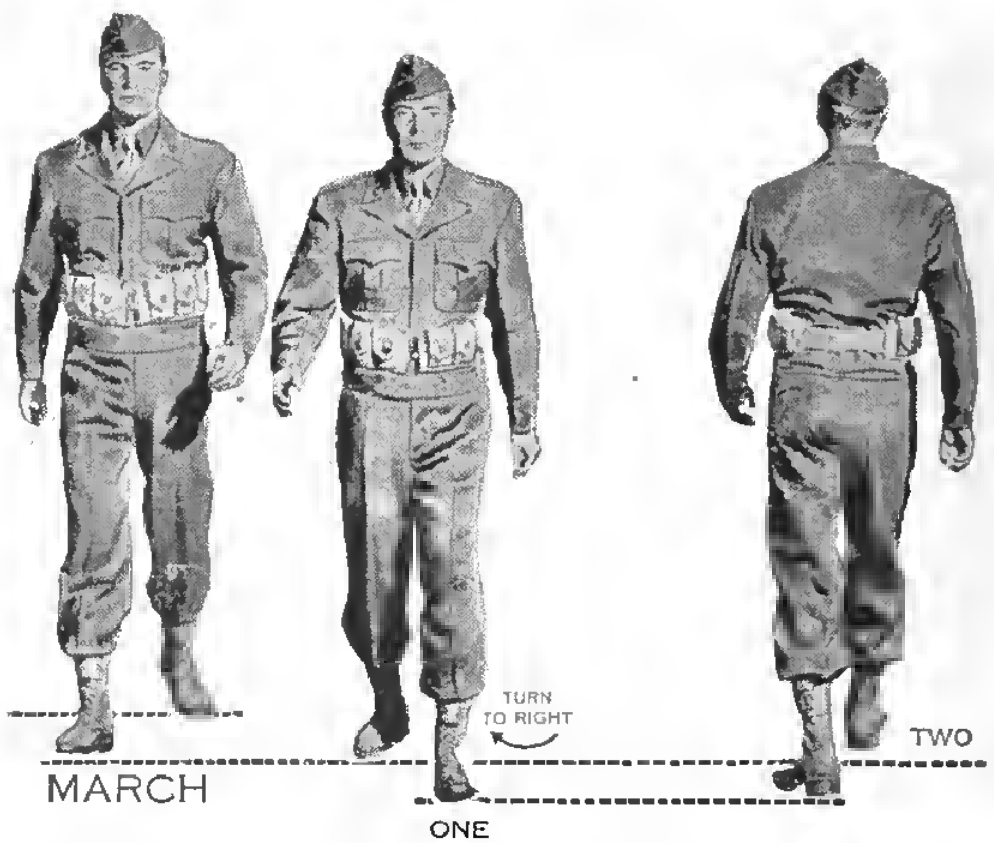


When a column movement is executed from the halt, the movement is the same, except for the first rank. Whether the movement is to the right or left, the first pivot man swings in the new direction on the ball of his right foot, and steps off with his left foot, while the other men of the first rank swing obliquely around him. Other ranks take the pivot normally as they reach it.

The flank movements differ from column movements in that every man executes the command at the same instant. For example, at the command, 1. BY THE RIGHT FLANK, 2. MARCH, given as the right foot strikes the ground, each man does what the first pivot man would do in a column movement. That is, he takes one more step, pivots on the ball of his left foot and steps off with a full step on his right foot. No half-steps are taken in flank movements.

The command, 1. BY THE LEFT FLANK, 2. MARCH, given as the left foot strikes the ground, is executed by taking one more step, pivoting on the ball of the right foot, and stepping off with the left foot. Avoid swinging your arms excessively, or buckling at your knees as you turn. Stand erect and make the pivots squarely.

Like the flank movements, the command, 1. TO THE REAR, 2. MARCH, is executed by all men at the same time. The command of execution is given as the right foot strikes the ground. Each man takes one more step, pivots to the right on the balls of *both* feet at the second count and then immediately steps off with his left foot.



**MARCHES NOT AT ATTENTION.** If it is necessary for you to march for a considerable distance, you may be given relief from the position of attention.

At the command, 1. AT EASE, 2. MARCH, you may break cadence—that is, get out of step with the other men—and carry yourself in a less rigid posture than the position of attention. You are required to maintain silence.

At the command, 1. ROUTE STEP, 2. MARCH, you may break cadence, ease your posture *and* talk.

At the command, 1. PLATOON (or other unit), 2. ATTENTION, resume the march at attention.

**YOUR FORMATION HALTS.** At the command, 1. PLATOON (or other unit), 2. HALT, given as either



foot strikes the ground, take one more step and on the second count bring your feet together.

**THE GROUP "DRESSES."** Having halted and faced left to bring the group to its original formation, you may be given the command, 1. DRESS RIGHT, 2. DRESS. At this command, raise your left arm at shoulder level, with palm down and fingers extended and joined; turn your head to the right and bring yourself into "dress," or alignment, with the man to your right. Hold this position until given the command, 1. READY, 2. FRONT. Then resume the position of attention. Do not slap your left arm at your side as you bring it down.

If your unit is out of position, it may be given steps to the side or rear. At the command, for example, 1. RIGHT STEP, 2. MARCH, move your right foot 12 inches to the side, and at the next count, bring your feet together. Repeat this two-count step until given the command, 1. PLATOON (or other unit), 2. HALT. This is the only step which begins on the right foot.

At the command, 1. LEFT STEP, 2. MARCH, move the left foot 12 inches to the side and continue the procedure as in "Right step, march."

At the command, 1. BACKWARD, 2. MARCH, commence taking steps 15 inches each directly to the rear at the cadence of quick time. The halt may be given as either foot strikes the ground, and the halt is executed in two counts.

**THE FORMATION CLOSES.** Having completed its march or function, your formation will be terminated by the command, DISMISSED.

**STUDY THE REGULATIONS.** The information presented in this chapter is merely an introduction to The School of the Soldier Without Arms (Dis-mounted). You will find that skill in military drill will give you an individual and a group pride. Experience has shown this to be so uni-versally true that it is certain to be the case with you. When you have free time and before your training reaches the point where you *must* know more than these primary steps, marchings and facings, ask your First Sergeant for a copy of FM 22-5 (often referred to as "The IDR"). Study this manual carefully and you can distinguish yourself as a basic soldier.

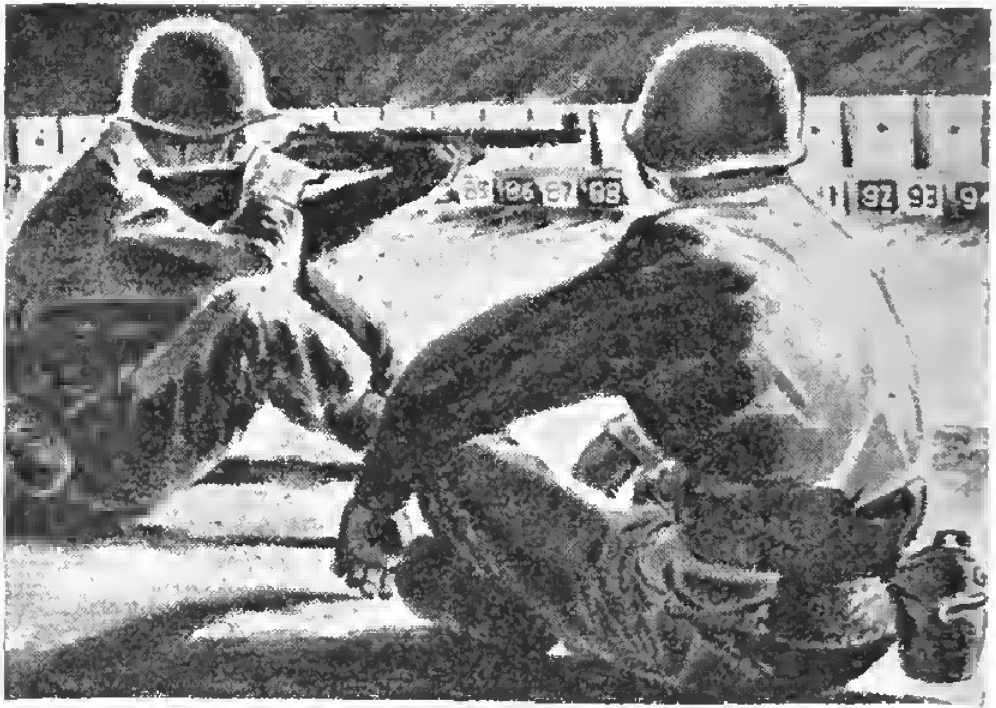


## YOURS ARE THE BEST ARMS AND EQUIPMENT

It's not wishful thinking or self-praise for you to know that you are the best-armed soldier in the world. Comparison of our own arms with those of other countries proves what you would naturally expect—that the productive capacity and facilities of the world's greatest manufacturing nation have produced weapons and machines which, on the whole and in almost every specific case, surpass those of any other country. You, as a soldier, will be interested now in the weapons which you will use later.

**HANDLE WITH CARE!** Many men who have had little experience with firearms are now in our Army as recruits. Sooner or later, each of them must handle weapons for the first time. Whether you are an old hand or a novice at weapons-handling, *handle them with care!* These weapons are made to kill. Never keep ammunition among your personal effects; turn it in where it will be safe. Never leave a patch, plug, or other obstruction in the chamber or the bore. Consider every weapon to be loaded until you have examined it and proved it to be unloaded.

**PROTECT YOUR WEAPONS.** Your life may depend some day upon the weapons issued to you. If



*You will alternate as coach and pupil on the range.*

your treatment of them makes them inefficient or defective you will put yourself at a fatal disadvantage in battle. Of course, there will be a great many inspections from time to time as a check on your ability to keep your weapon clean and in proper working order.

You must learn the habit of taking care of your weapon now, however, or you may not do the proper things in the future when most of your actions will be based on habit. Start the habits right. Very minor details of maintenance make a great deal of difference in weapons. Proper oiling, cleaning, and stacking are completely necessary to the care of these precision mechanisms.

**KNOW YOUR WEAPONS.** Different weapons have different uses, and different types are issued to

troops whose functions differ. If you are at all smart, you will know thoroughly the weapons issued to your unit; if you have any initiative, you will find ways to become familiar with other types as well. In the excitement of combat you might be ordered to do a type of work or duty which you have never expected; you might have to defend yourself with another kind of weapon than you used in training. Be ready for anything!

On the following pages are examples of the weapons now being used by your Army.

For more detailed information on these and other weapons, consult the manuals of the FM 23- series.

**YOUR EQUIPMENT IS GOOD AND COMPLETE.** The equipment which is issued to you is well planned and well made. Use it as directed and care for it properly.

Your Government Issue equipment is loaned to you; it belongs directly to the Government. If you are negligent and your equipment is lost, damaged or destroyed through your own carelessness, you will have to pay for it by signing a Statement of Charges for a deduction from your pay, as prescribed in AR 35-6640.

It is your responsibility to keep your clothing and equipage in good condition. These are some suggestions which will help:

*Care of clothing.* Your clothing is supposed to fit when it is issued to you. You will notice that arrangements have been made for careful and

personal fitting of all garments. If you do get an ill-fitting garment, turn it in at the supply room of your Receiving Company at your Reception Center, together with instructions for alterations. These alterations will be made rapidly and at no cost to you and will be complete enough to make your uniform fit.

If later on you want other alterations, you can arrange for them privately. For this purpose, many units have their own soldier-tailors, whose services are available at minimum rates; or, you may give the work to civilian tailors—but be sure that they are accustomed to doing Army work and know how to do the job.

If you gain or lose weight so that in time your clothes no longer fit, you may exchange the garments at your supply room for others of proper size. If the clothing becomes unusable through fair wear and tear, you may turn it in as salvage.

Keep garments neatly on hangers or folded in your barrack bag or foot locker when they are not in use. Don't let dust accumulate on clothing which is not being worn. Do not put clothing in barrack bags or foot lockers when it is damp, as the dampness will cause mildew in places where air cannot circulate. If you find grease spots on your clothing, remove them before they have a chance to become imbedded in the fabric.

Insignia and buttons having a gold finish may be cleaned with ammonia and water or with prepared solutions or treated cloths which you may buy at the PX. Don't use abrasives (sand, steel wool, etc.) on these articles, as they will remove the gold finish.

# TYPICAL ARMS OF THE U. S. ARMY



**U. S. CARBINE, CAL. .30, M1.**



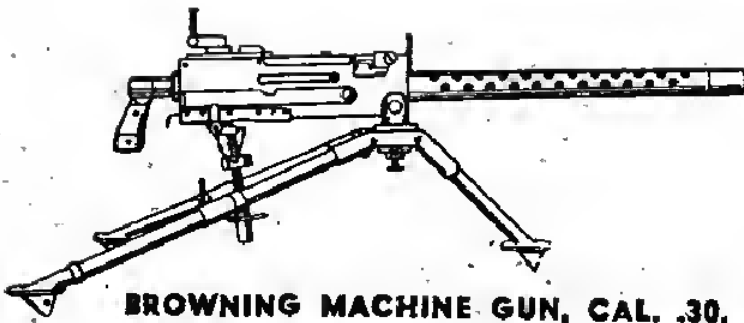
**U. S. RIFLE, CAL. .30, M1903  
("SPRINGFIELD").**



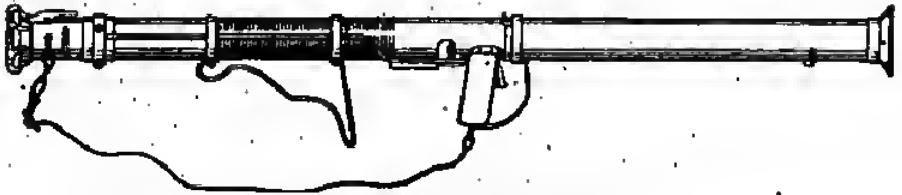
**U. S. RIFLE, CAL. .30, M1  
("GARAND").**



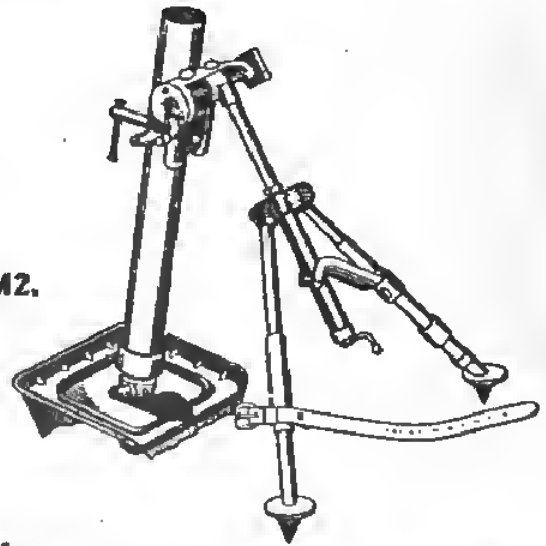
**BROWNING AUTOMATIC RIFLE, CAL. .30,  
M1918 ("B.A.R.").**



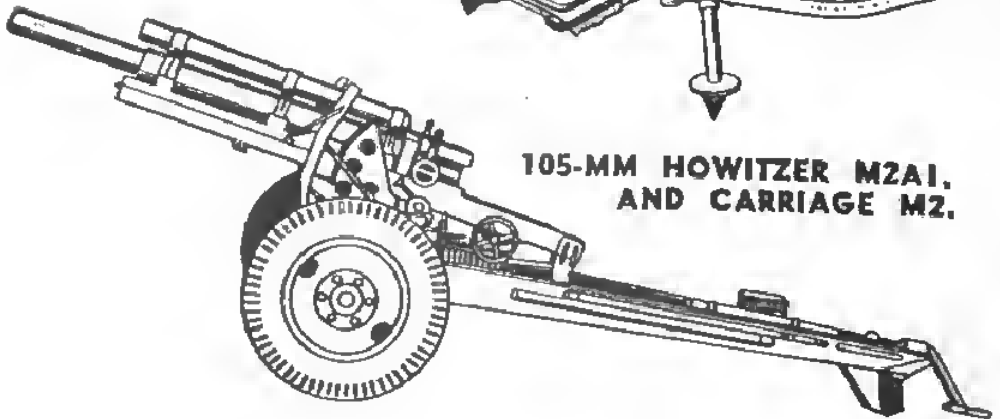
**BROWNING MACHINE GUN, CAL. .30, M1914A4.**



**ROCKET LAUNCHER, 2.36-INCH, M9  
("BAZOOKA").**



**MORTAR AND  
MOUNT, 60-MM, M2.**



**105-MM HOWITZER M2A1,  
AND CARRIAGE M2.**





In order to have frequent changes of clothing, you may wash some of your laundry yourself. If you do, be careful with woolens. Hot water will cause them to shrink. Stretch them back to size after washing. Do not use soaps containing lye on clothes whose color you want to keep. "GI soap," for example, will cause shirts and web equipment to fade. Drying clothing in the sun will also cause fading or bleaching.

*Shoes Need Special Care.* Your feet are measured scientifically to assure a correct fit in your shoes. If you think that there is any doubt that you have been issued the proper size, your Supply Sergeant will advise you of the proper procedure.

New shoes should be broken in before they are used for marching. If there is sufficient time, you can do this by wearing the new shoes for short periods until the leather has loosened to conform to the shape of your feet. If there is not time enough for that, put the shoes on, soak them in cold water for about 2½ minutes, and allow them to dry naturally while they are on your feet.

Never force the drying by putting any leather articles near a fire, radiator or stove; this will dry out the oil and make the leather become brittle and very uncomfortable.

To clean your shoes or boots, first remove all dirt or mud with a stick or other dull object; never use a knife or glass. Next clean them with a sponge or soft cloth and a heavy lather of castile soap or saddle soap. Do not use hot water or allow the leather to soak too long. Wipe off the



*Proper care of equipment will save trouble later.*

soap with a damp cloth or sponge. Rub the leather with a clean cloth until dry. If your shoes are of a finished leather, shine them with a good polish. If they are unfinished use dye and wax polish in either liquid or paste form.

*Clean Web Equipment Gently.* Your web equipment—such as the pistol belt and pack harness—is very tough, but it should be cleaned gently. Brush it frequently with a dry, stiff brush. A “GI scrub brush” will do if it is not wet or soap-caked. When washing web equipment, always use a face soap; lye soaps are too harsh.

*Scrub Your Mess Equipment.* It is probably necessary to do no more than to remind you to keep your mess equipment “clean enough to eat out of.” Mess equipment which is not cared for may cause scurvy or diarrhea—either of which

is very unpleasant. Wash the meat can and utensils in soap and hot water and rinse them in boiling water after every use. Do not dry them with a cloth; wave them in the air until they are dry. Do not carry carbonated or acid drinks or liquor of any kind in your canteen or canteen cup; these will affect the metal so that drinking from the canteen may make you desperately ill.

Plastic equipment is easy to keep clean. Wash it in soap and water. Keep it away from extreme heat and cold and be careful not to drop it.

Complete instructions on the care of your clothing and equipment may be found in FM 21-15 and other War Department publications.

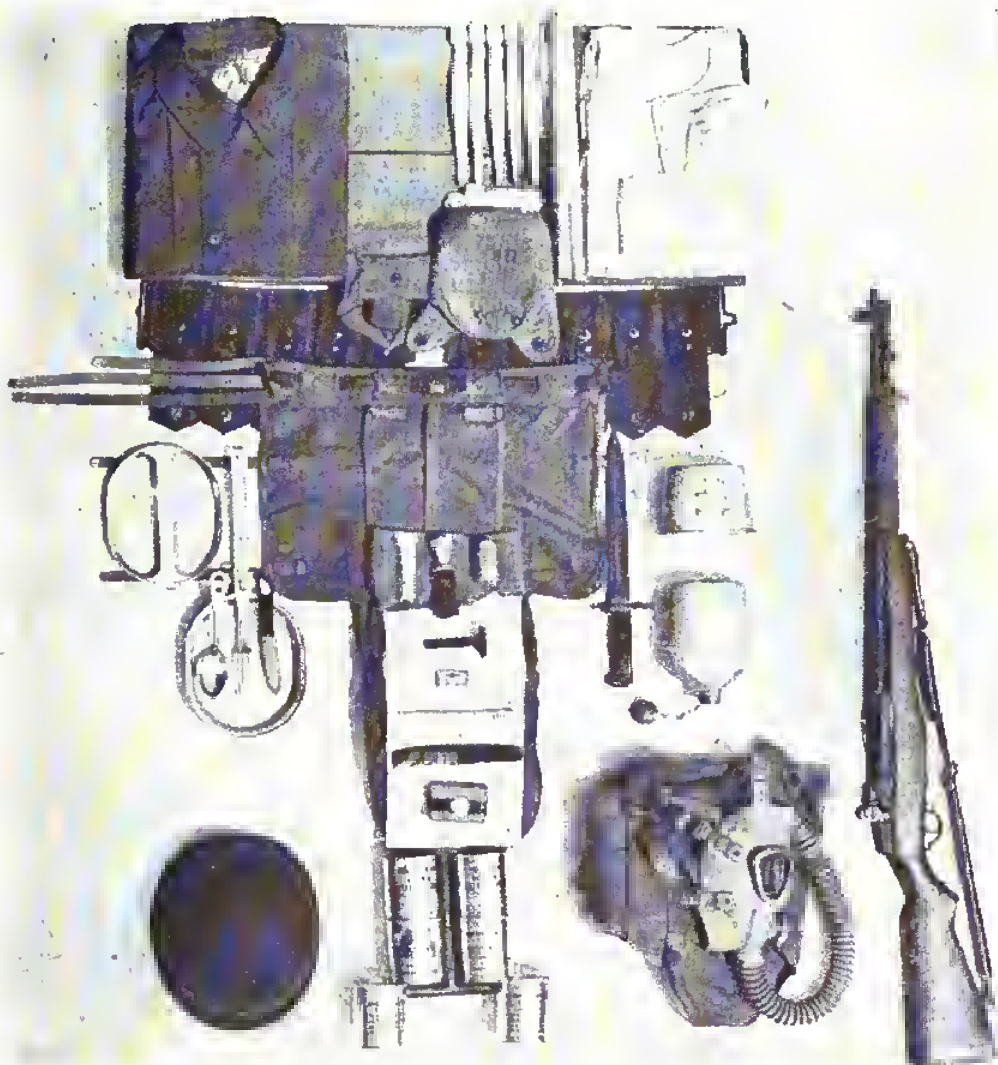
**THERE WILL BE INSPECTIONS!** Inspections on Saturdays, and on other days as ordered by your company commander, will be held to determine that you have all the items issued to you, and that these items are in proper condition. Inspections serve this practical purpose; they are not intended to harass you. If you fail to maintain your equipment as it should be, you will be punished, or "gigged." That, you will agree in your more honest moments, is the only way the Army has to be sure that all the men will observe small matters which become important in a large group.

**WEAR THE UNIFORM PROPERLY.** Wearing the uniform of the Army of the United States is an honor to the extent that the wearers bring honor to that uniform. The men who have preceded you have done their part. It is your obligation to maintain

the traditions of smartness and gallantry which they have established.

As the name implies, the uniform must be worn in a uniform manner according to published regulations. Some of these are stated in Army Regulations and apply to all men; others are local rules determined by service commands, posts, different branches of the Army or your own unit. It is your responsibility to familiarize yourself

*Display full field equipment as illustrated.*



with those which apply to you. You will be given general instruction, and your bulletin board will show local regulations.

General rules which you must observe in all situations are these:

Keep all buttons buttoned. When neckties are not required, however, the collar of the shirt may be left unbuttoned.

Do not wear white socks with low shoes.

Do not mix uniforms, such as an olive drab cap with cotton khaki or work clothes.

Do not alter the uniform. You may not "peg" trousers or drape blouses or pad shoulders excessively.

Do not decorate the uniform. Civilian accessories such as watch chains, fraternity or school or organization pins, must not be seen on the uniform.

Avoid unauthorized clothing. Shirts, caps, ties, and belts of different shades or materials than the issued ones are not approved. Military police and officers are authorized to enforce regulations regarding the uniform in any place. Do not feel that these regulations end when you step outside your camp.

Keep your uniform neat. When laundering, cleaning, and pressing are available, it will be considered your own fault if you fail to use these facilities.

Keep your uniform in repair. Missing buttons and small rips and tears are things you can take care of yourself. Shoes whose soles or heels are run down should be turned in for repair *before*

*the wear has gone too far.* They can be repaired adequately if turned in promptly; you may be charged for them if you let them get in an unrepairable condition before turning them in. Clothing which needs major repairs should be turned in promptly.

Always wear your identification tags. These are considered part of your uniform, and your officers may ask you to show that you are wearing them at any time on or off the post.

Regulations regarding the uniform apply at all times on the post, and at all times off the post except when you are in your own home and in the company of not more than three persons including yourself.



## EVERYONE SHARES IN THE WORK

In a large department store, the greatest number of employees are not salespeople. The greatest number are behind-the-scenes workers.

The cooperation of these unseen partners makes it possible for the sales staff to carry on a successful business.

The relationship of people in the Army is even closer. Not only is everyone working toward the same end, but all the people, when they finish their day's work, must live under the same roof. Therefore, the job of housekeeping in the Army is an extensive business.

In a company, the barracks and surrounding area must be guarded at all times. Someone must be on duty in the company orderly room at all hours. Meals must be prepared, dishes washed. You will have part of the responsibility of keeping your own house in order.

**YOU SHARE THE WORK.** Complete efficiency and fairness can be maintained among many men only by the operation of an established system. With this in mind, the Army provides rosters, which are the responsibility of your First Sergeant. There are guard rosters, and rosters for



KP, latrine orderlies, and Charge of Quarters. Men's names are rotated so that every man who is eligible for certain details in accordance with his rank, is placed on detail only in his turn. There are other odd jobs to which, perhaps because of certain abilities, you may be detailed. You must not regard these duties as punishment. If there is work to do, someone must do it. Privates walk guard, serve as KP's and latrine orderlies. Noncommissioned officers, doing their share, are detailed as Corporals or Sergeants of the Guard and as Charge of Quarters. Commissioned officers are assigned to duty as Officer of the Day, Staff Duty Officer, etc.

You must pitch in with enthusiasm and cooperate as a member of a closely-related group. At work, as at play, you must share and share alike.

### *Interior Guard*

**ITS PURPOSE IS PROTECTION.** In garrison and in the field, Government property must be protected. Order must be preserved. Police regulations must be enforced. Internal security must be provided. To carry out these duties is the responsibility of the Interior Guard.

**COMPOSITION OF THE GUARD.** The size of the guard, the areas it is to tour, and its special orders are determined by the Commanding Officer of your camp or post. He also prescribes the uniform, equipment, and tours of duty. The guard itself is under the supervision of the Officer of the Day.



*A sentry has full command of his post—obey his orders.*

The personnel of an interior guard usually consists of:

An Officer of the Day.

An Officer of the Guard.

A Sergeant of the Guard.

Three Corporals of the Guard.

Buglers of the Guard (usually one).

Privates of the Guard (as many as prescribed).

**YOU START AS A PRIVATE OF THE GUARD.** When you have made sufficient progress in your military training, you will be detailed as a Private of the Guard. Each time you serve a tour, you will be given credit on the roster and will not have to do guard duty again until all the other men on your roster have taken their tours of duty.

A tour of duty lasts 24 hours. (In some organi-

zations the guards are relieved from active guard duty during daylight hours so that they can continue their training or serve at other duties.) At the end of the tour, a new guard relieves the old.

Each guard is divided into three parts called *reliefs*. A relief consists of a corporal and enough sentinels to man all posts of the guard at one time. The posts are numbered, and each sentinel takes charge of one of them. Each relief serves for 2 hours and then rests for 4 hours while the two other reliefs are serving.

While you are on guard but not on post, do not remove your clothing or equipment, or leave the immediate vicinity of the guard house without permission of the sergeant, who is Commander of the Guard. An emergency might arise which would require your presence at once.

When you are posted as a sentinel of the guard, you represent your Commanding Officer. You are required to enforce his orders on and in the vicinity of your post. Military law and order and the security of persons and property under your charge rest upon you. Your responsibility as a sentinel of the guard is a grave one, for the safety of your organization depends upon the way you watch while others rest. That is why sleeping on post and other improper actions by a sentinel are considered such serious offenses and are punishable by court-martial.

Before you report for guard duty, your uniform and equipment must be in first-class condition. Clean up and shine up before you go on guard.

**MEMORIZE YOUR GUARD ORDERS.** There are two types of orders: general and special orders.

Before you are detailed for guard you will be instructed in procedure. You may familiarize yourself with the many prescribed details of this duty by reading FM 26-5.

### *General Orders*

General orders apply to all sentinels. Following are the general orders which you are required to memorize:

1. *To take charge of this post and all Government property in view.*
2. *To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.*
3. *To report all violations of orders I am instructed to enforce.*
4. *To repeat all calls from posts more distant from the guard house than my own.*
5. *To quit my post only when properly relieved.*
6. *To receive, obey, and pass on to the sentinel who relieves me all orders from the Commanding Officer, Officer of the Day, and officers and noncommissioned officers of the guard only.*
7. *To talk to no one except in line of duty.*
8. *To give the alarm in case of fire or disorder.*
9. *To call the Corporal of the Guard in any case not covered by instructions.*

10. *To salute all officers and all colors and standards not cased.*
11. *To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.*

### *Special Orders*

Special orders apply to particular posts and duties. Special orders are posted in the guard house or guard tent for you to learn. Memorize the special orders pertaining to the post to which you are assigned before you go on duty.

### *Other Details*

**"KP" IS A NECESSARY CHORE.** If ever you've had a broom in your hand or have helped wash dishes at home, you have some understanding of the duties of kitchen police, or "KP."

Your company mess hall will be in the charge of one officer and a mess sergeant. The actual preparation of meals is the duty of the cooks. Various jobs necessary for the operation of a smooth-running mess hall will be delegated to the KP's. Dishes and pots and pans must be washed. Stoves and floors must be kept spotless. Vegetables have to be peeled. Food has to be served.

The performance of KP is not to be considered a menial job. It is one of the regular duties to which all privates are detailed. It is no fun, but neither is it the terrifying experience which jokes

may have led you to expect; it is simply hard work in which you must share.

**YOU WILL HAVE FATIGUE DETAILS.** Hygiene and all-around cleanliness are essential when many men live together. They bathe and wash in one room, the latrine, which must be kept sanitary. Every day, one or two men will be detailed to this job, and will be given credit on the duty roster. You will also have to do your share in cleaning the barracks each day, and particularly before inspections; you will join the other men in conditioning the area in which you live—cutting grass, laying walks, etc.

**YOU'LL HEAR POLICE CALL.** The pride of an organization often can be measured by the appearance of the area which it occupies. Well-disciplined units never allow their grounds to become littered.

Although everyone is instructed not to cast refuse on the ground, papers, matches, and cigarette butts do gather around buildings. Therefore, a time is designated, usually early in the morning, for the entire company to “police the area,” picking up all refuse. Learn to shred the tobacco in cigarettes and to roll the paper into a small ball before you throw them away. Place papers and other waste in the proper receptacles. This will reduce the work on police call and give you a neat living area.

# CHAPTER 5

## UNDERSTAND YOUR ARMY

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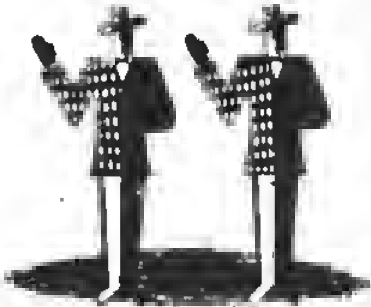
### HOW THE ARMY IS ORGANIZED

You are now part of a large organization whose successful operation is dependent upon the smooth functioning of the smallest unit. You, as part of this organization, will do better work when you understand how the job assigned to you is related to all the others, its importance, and its essentiality to the success of the whole.

**YOU GET A FRESH START.** Your greatest immediate interest is likely to be in the use that is to be made of you, personally. Understand at the beginning that you are getting a fresh start in life. Past mistakes don't count against you; other fellows' advantages, influence and "breaks" are out of the picture. You start on an even basis with every other man inducted at the same time that you are.

Your placement will depend upon many things. One of the more important is the Army General Classification Test, which you will take soon after reporting to an induction center or reception center. Don't be panicky or nervous when you take this test. The Army is merely trying to find

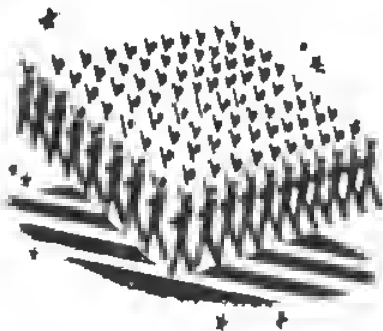
# FROM CIVILIAN TO CITIZEN-SOLDIER



**YOU TAKE THE OATH OF ENLISTMENT, THEN GO TO**



**—A RECEPTION CENTER, TO BE CLASSIFIED, EQUIPPED.**



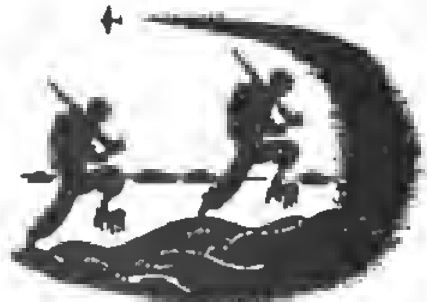
**YOU MAY TRAIN AT A UNIT OR REPLACEMENT CENTER.**



**THEN JOIN A TACTICAL UNIT FOR MORE OF IT.**



**OR GO TO A SCHOOL TO BECOME A SPECIALIST.**



**THEN YOU'RE READY—THE WORLD'S FINEST SOLDIER!**



out all it can about you so that it can place you where your ability can be best utilized. But do your best when taking the test.

You will be interviewed as part of the classification procedure. Speak freely to the classifier; some hobby, special interest or schooling which you have had may help him place you where you will work happily and well.

When you leave the reception center, equipped and classified, you will report for training as a member of some branch such as the Infantry, Air Corps, Engineers, or Ordnance. Within this branch there is full opportunity for you to shape your own military career to win an assignment of the type you are fitted for and prefer.

The nature of your training cannot be forecast. You may go from the reception center to a replacement center or a unit training center for basic and basic specialist training. Following that, you may join a tactical unit for further training in the field. Selected men may be sent to specialists' schools where they will learn trades and specialties needed in their own branches. Some men are drawn out of their own units to join cadres, the men around whom new units are built. The important thing to remember is that your own efforts have a tremendous bearing upon your own destiny. You won't get lost in the crowd except through your own fault.

**YOURS IS A PEOPLE'S ARMY.** In many countries the soldiers are professional, and their officers engage in political activity which often overpowers

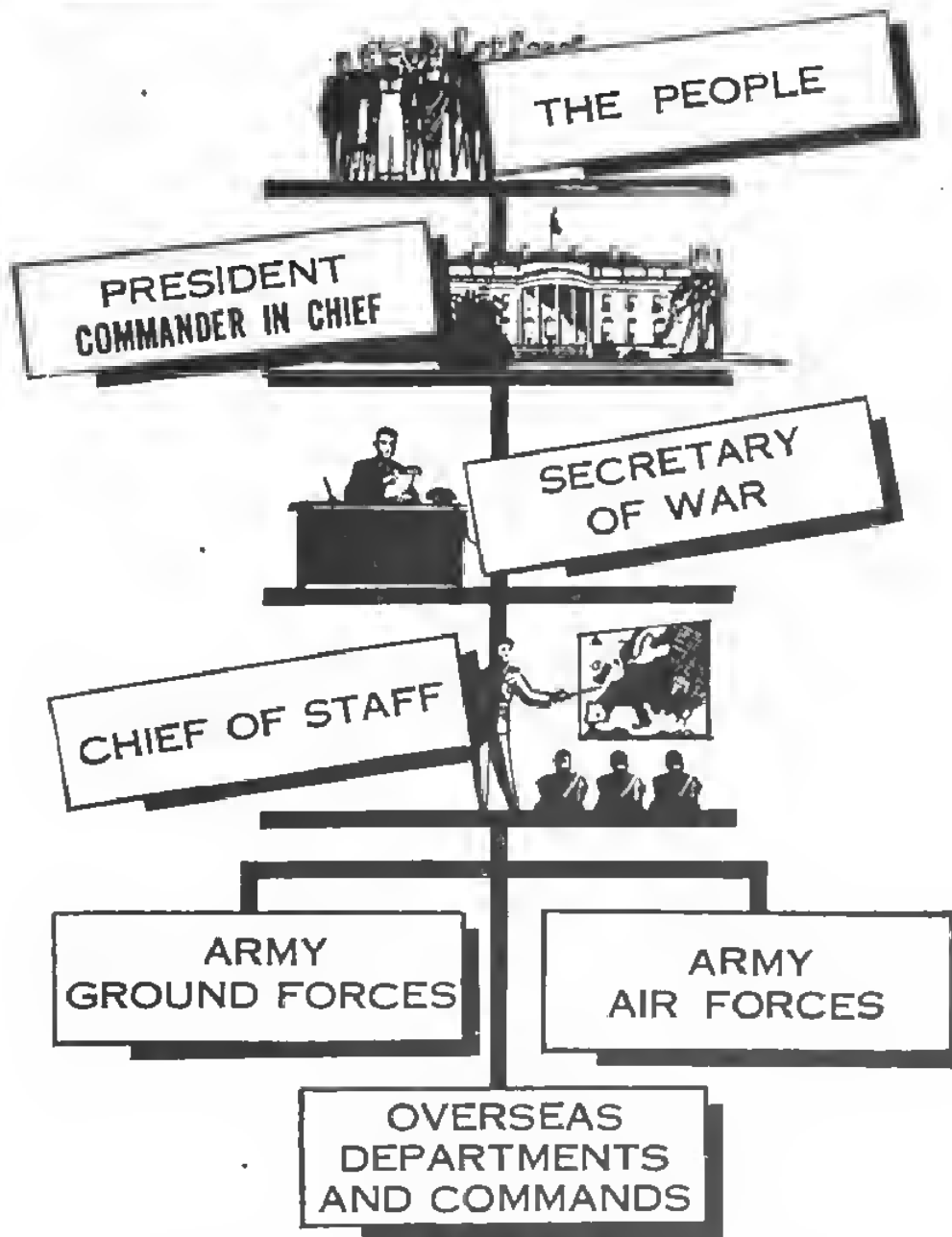
the government. In America, the Constitution specifically averted such a situation by making the Army subordinate to the elected officials of the Government. Only Congress can declare war; the President is Commander in Chief of the Army. The President with the concurrence of Congress appoints the Secretary of War and the commanding generals who serve under him. The accompanying chart shows how the people, through their votes, direct our Army as they do our Government.

**THERE ARE TWO MAJOR COMMANDS.** For organizational purposes the Army is divided into two groups—those who fight on the ground, and those who work with the arms to maintain their effectiveness make up the Army Ground Forces; those who fight in the air or work for the air fighters make up the Army Air Forces. Each of these forces has its own Commanding General and staff and functions directly under the Chief of Staff.

*The Army Ground Forces* is composed of the Infantry, Field Artillery, Coast Artillery, Antiaircraft Artillery, Cavalry, Airborne troops, and Armored Force units. Some of these fighting men are specialists within their own branches.

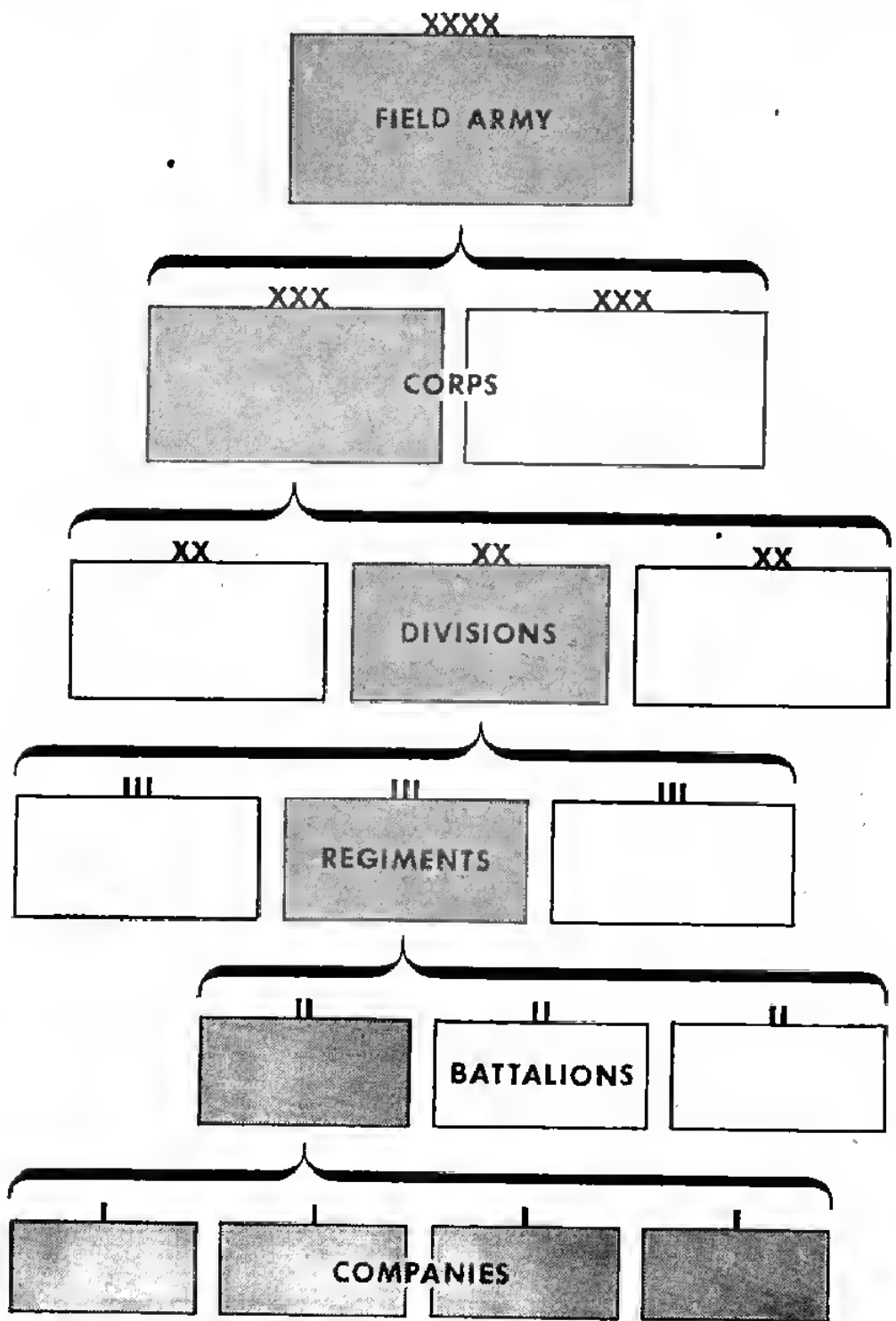
*The Army Air Forces* includes Headquarters Army Air Forces, Air Defense Command, Strategic Air Command, Tactical Air Command, Air Matériel Command, Air Training Command, Air Proving Ground Command, Air Transport Command, Air University, and the Theater Air Commands.

# AMERICA'S ORGANIZATION FOR WAR



In addition to the two major commands the Army has a number of staff agencies and services. These include: The War Department General Staff, The War Department Special Staff and the

# ARMY ORGANIZATION CHART



Administrative and Technical Staffs and Services. The Administrative and Technical Staffs and Services include the: Adjutant Generals' Department, Judge Advocate Generals' Department, Corps of Chaplains, Provost Marshal Generals' Office, Special Services Division, Finance Department, Chemical Corps, Medical Department, Corps of Engineers, Quartermaster Corps, Signal Corps, Ordnance Department, and Transportation Corps.

For administrative purposes the United States is divided geographically into six army areas and the Military District of Washington. The main function of an army area is to relieve combat troops of administrative details. They furnish such installations as induction, reception, and replacement centers, proving grounds, depots and arsenals, and the United States Military Academy at West Point. While you are in training, you will be stationed *within* an army area.

**AUTHORITY PYRAMIDS TO THE TOP.** The unit to which you are assigned will be but one element of a large unit, and it, in turn, is but one element of a still larger unit. You will want to understand the terms which describe this rising authority.

If you are in the artillery, your unit is known as a "battery"; in the cavalry it is called a "troop"; in the infantry and most other branches it is a "company." (Units of the AAF are described separately below.)

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NOTE.—The Army Air Forces is the entire command of the Commanding General of the AAF. An air force of the Army is a unit of the AAF.

Two or more companies (or troops or batteries) make up a "battalion," and two or more battalions comprise a "regiment" or in the artillery, a "group." Two or more infantry regiments, together with other troops attached directly to headquarters, make up a "division," which is the basic large combat element of the ground forces. Ordinarily a division includes three regiments, which account for the term, "triangular division."

Two or more divisions, together with special assigned troops, make up a "corps" (sometimes called an army corps). Two or more of these corps make up a "field army" (or army). (Note that *the* Army is not the same as *an* army, of which there may be several in action.)

In the AAF the smallest complete administrative unit is a "squadron." Three or four of these make up a "group." Two or more groups make up a "wing." Two or more wings may make up an "air force," and two or more air forces may make up a "command." There may be "fighter" wings and "bomber" wings and "composite" bomber-fighter wings.

The commanding general of a field army or of an air force is responsible to the commanding general of his theater of operations, defense command or task force.

A "theater of operations" is a prescribed area of land or sea (or both) in which all military operations are under the authority of one commander.

A "defense command" is a section of the United States which functions much as a theater of oper-

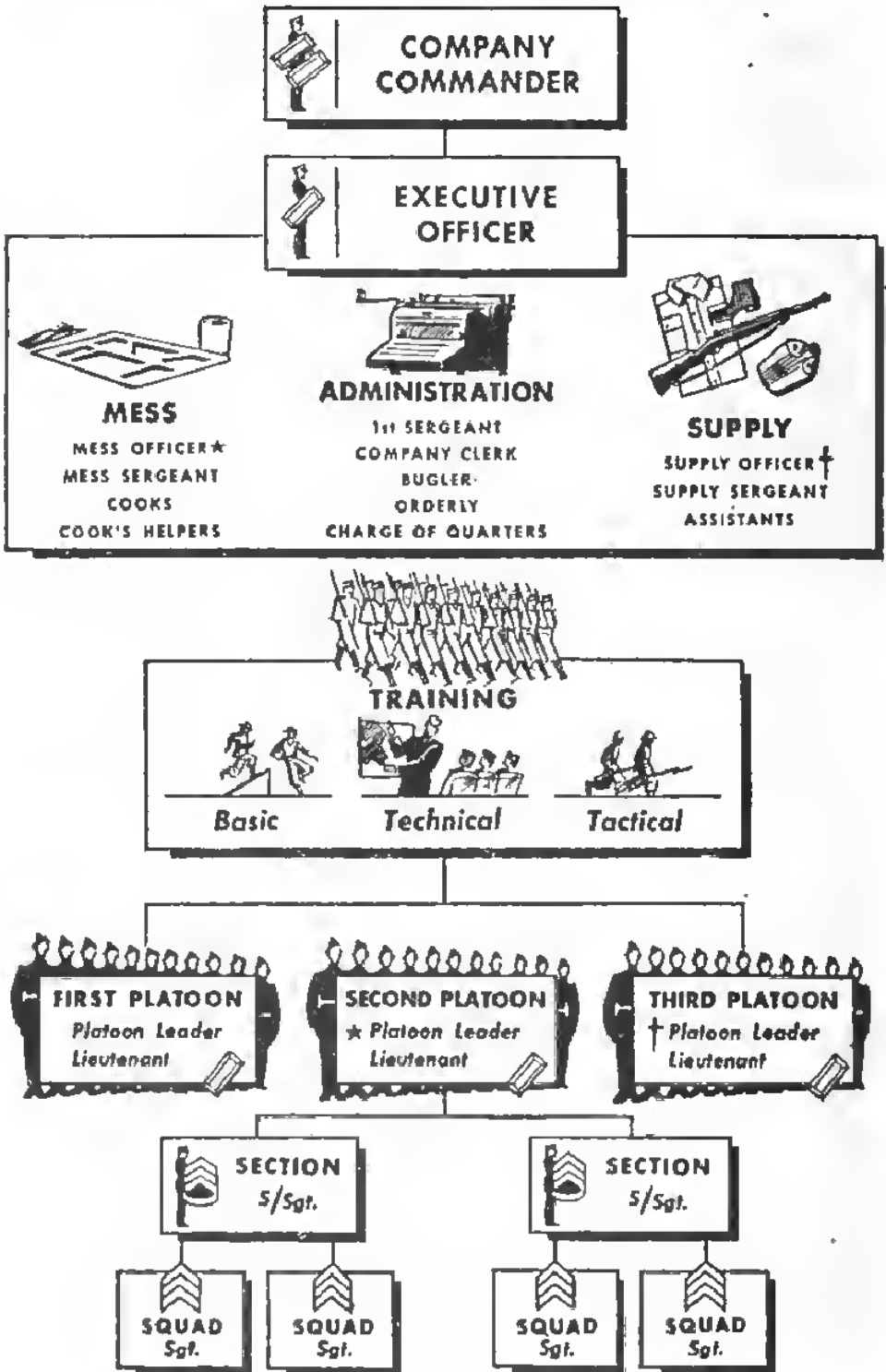
ations does overseas, except that the authority of the commanding general covers only military operations concerned with defense of his area, rather than *all* military operations within it.

A "task force" is made up of the combat and service units necessary to carry out a specific operation. It does not have a fixed organization and may vary greatly in size and composition depending entirely upon its mission.

**UNDERSTAND YOUR OWN UNIT.** It helps avoid confusion to know your relationship to the large units, and commands of our Army. For everyday living as a soldier, you must know the organization of your *own* unit and your relationship to the officers and noncommissioned officers in *it*.

Unless you are in the Army Air Forces, which are described below, your unit's organization will follow a fairly standard pattern. The company, battery, or troop has a commanding officer, or "CO." Ordinarily he is a captain, although under unusual circumstances a first lieutenant or major may be a unit commander. His first assistant is the executive officer, or "Exec." The executive officer's primary responsibilities are often plans and training, although he may have almost any other authority delegated to him by the commander. One officer in each smaller unit supervises all supply matters, and another is responsible for the mess and mess personnel. The administration of the company (or its equivalent unit) reaches the enlisted men through the first sergeant, who is aided by a company clerk. Non-commissioned officers serve in rotation as Charge

# TYPICAL COMPANY ORGANIZATION





of Quarters. While serving, they are responsible for the unit's properties and discipline during the absence of the CO and first sergeant. The men of the unit are divided into platoons, each of which has an officer at its head. These platoon officers, usually lieutenants, may have other responsibilities; one may serve also as recreation officer, and another as intelligence or mess or supply officer, for example. Each platoon is divided into sections, headed by a staff sergeant or sergeant, and each section into squads, headed by sergeants or corporals; in other cases the platoons may be divided only into squads, headed by staff sergeants or sergeants. Minor variations in this organization are based on the differences in the combat jobs each has to do.

In the Army Air Forces, the closest equivalent to the company is the "squadron," since it is the smallest complete administrative unit, with its own pay roll, etc. The squadron is usually commanded by a major, and is composed of three or four flights, which may be compared to platoons.

**KNOW YOUR CHAIN OF COMMAND.** In the Army, all orders are issued "through channels," or following the "chain of command." This extends from the bottom to the top. A commanding general of a division issues orders to his regimental commanders; they, in turn, issue orders to their battalion commanders; a battalion commander makes a request or inquiry of the divisional commander through his regimental commander. This system has a sound basis. An

organization as tremendous as the Army would bog down without such a system. In your own case, the reason for "channels" is that you must learn to look confidently to your immediate superiors for guidance and orders. You will have to depend upon what they tell you in combat. So you start in your training period to build your mental attitude for the battlefield.

Your chain of command is from you to your squad leader to your section leader to your platoon leader. If you desire to speak directly to your CO, the chain of command is through your first sergeant.

Orders issued to you through channels carry all the weight of all the authority above the superior who issues the order. Orders must be obeyed; if you question them, execute them anyway; your questions are in order afterward, but not before. If you feel that you are being unjustly treated, you must go through the proper channels to reach an authority capable of reviewing the situation.

**MAKE YOUR OWN UNIT THE BEST.** Your company is only one "family" in the post, camp, or station community. Just as you have obligations to your company-family, it has its larger obligations to the community in which it exists. It can only discharge them properly when each individual does his part.

The camp-community promotes various projects for the welfare of the entire military establishment. Whatever form these activities may take, it is up to you to contribute your individual efforts

to whatever portion of the work is assigned to your company.

You may say to yourself, "I'm only one guy in millions. I'm not important. Let the generals do the worrying."

That attitude is wrong. An army is no better than its divisions; a division is no better than its regiments; a regiment is no better than its companies; and a company is no better than its men. That "men" means YOU. There is also an old adage that a chain is no stronger than its weakest link . . . you are definitely a link in the defense chain of your country. You are really a pretty important guy. The example you set is going to have considerable weight in determining whether there will be any weak links in the chain which is your company.

The Army itself has always been a proud organization, made up of proud units. You're in the best Army in the world; in the best division of that Army; in the best regiment of that division; the best company of that regiment and the best platoon, section, and squad of that company. If you think that way and do your share of the job to make it true, yours *will* be a top-notch outfit!



## YOU LIVE UNDER A NEW LAW

Discipline has never been a popular word with Americans because usually it has been thought of in connection with punishment and restriction. Actually, discipline suggests a disciple—a *willing follower*. It is *willingness* that separates the soldier who follows from the soldier who must be driven.

Order in the Army can only be established and maintained by discipline. Did you ever think what would happen if we did not possess the habits of discipline? We'd have an armed mob . . . but not an Army.

The need for discipline is recognized in many places outside the Army. It reaches its highest form in teams, such as a football team which demands that most of the men subordinate themselves so that a few can make the spectacular plays which win for them all. It exists in factories, where craftsmen follow the specifications of others; in offices, where each worker specializes in some assigned job, as directed.

Armies are more in need of discipline, for several reasons. First, the work of making war is not the personal choice of any of us; we do it because it has to be done, not because we as individuals like to do it. Because of that, we

can't be allowed as individuals to decide which part of the job each of us will do, or how each part will be done. For another thing, the organization must be prepared for situations in which leaders may be lost. Personal loyalty to a commander is not enough. If he is killed, his men must accept orders from his successor immediately and without question to carry on the battle. Finally, the tremendous size of the Army demands that there be uniform ways of doing things. We live together in very close quarters and sometimes in trying circumstances, and if every man lived according to his personal whims, some would encroach upon and annoy all the others. Discipline subordinates selfish considerations to the group good.

The evidences of military discipline are in the spring of a private's step, the snap in a sergeant's salute, the sharp eye and confident commands of an officer. These are signs which everyone can see and hear. Discipline is more than this. It is the ability to march along your regimental road at attention after coming in dog-tired from a 20-mile hike. It is, finally, the will power to drive yourself on and on for a minute after your enemy has had to give up because he could stand no more. One definition of the "unbeatable dough-boy" is, "A man who can always take *one more* step and fire *one more* shot."

Discipline is instilled in men through instruction, pride, tradition, regulations. You will develop your own appreciation of the other factors which build discipline, as time passes. You must know

and understand the different kinds of laws and regulations immediately.

**THE ARTICLES OF WAR.** The Articles of War are the military laws of the United States, enacted by Congress to control the conduct of the armed forces and to govern military justice. Like most of our civil laws, they are common-sense rules whose purposes are very easy to understand. If you play the game, you will not be likely to break them.

The Articles of War are always read and explained to you shortly after you are inducted into the service. Normally, they will be read to you again every 6 months. If you don't understand any of these Articles, ask your first sergeant for an explanation. You remember that in civilian courts ignorance of the law was no excuse. The same applies in military courts.

You don't have to know every Article to keep you out of trouble. Use a little horse sense. These Articles only prohibit and penalize conduct which you yourself know to be wrong. They are all extremely important, but there are a few that you should know in full and it would be very wise to study them carefully and know their full meaning. The Articles of War can be found in "A Manual for Courts-Martial."

There are three types of courts-martial: a "General" court, consisting of not less than five officers; a "Special" court, consisting of not less than three officers; and a "Summary" court, consisting of one officer. Offenses of greater im-

portance and those whose penalties are more severe are tried before the larger courts.

**COMPANY PUNISHMENT.** The most generally used Article is the 104th. Under it, your commanding officer may give you "company punishment" for 1 week only, for a minor offense which he believes does not warrant a trial by court-martial. If you think, however, that he is being unfair you can ask to be tried by court-martial. In many cases, if you are tried and found guilty, the sentence imposed will be more severe than the punishment given by the company commander. You do have, however, the legal right to this choice.

Company punishment might consist of withholding privileges, extra fatigue, restriction to company area, or hard labor without confinement. Company punishment is the only punishment under the Articles of War that is not entered in your service record.

**ABSENCE WITHOUT LEAVE.** It is extremely important that you understand the meaning of Article 61, covering "absence without leave," generally known as AWOL. You are absent without leave whenever you fail to report on time at, or leave your properly appointed place of duty, command, guard, quarters, station or camp, without permission. The punishment for being AWOL may be stiff, especially in time of war, unless the offense is a minor slip-up for which there is a good excuse. Much may depend upon your being at a certain place at a certain time. Don't take any chances, because there is no way for you to

know when the offense might be most serious because of orders which you can't know about in advance.

**DESERTION.** Desertion is covered in Article 58. This is one of the most serious offenses in the Army. If you leave your post or duty with no intention of returning, you may be sentenced to death, or at the very least to a dishonorable discharge from the Army with loss of all rights of citizenship. Do you actually know what this means? After serving a stiff prison sentence, a deserter loses all rights to vote or hold a public office; it is extremely difficult to find any kind of job. In other words, the crime carries a stigma that will never wear off. In wartime there can be little distinction made between AWOL and desertion.

**CARING FOR EQUIPMENT.** The clothing and equipment issued to you must be cared for properly. Selling, destroying, losing, disposing of, or neglecting to take proper care of it, is cause for trial by court-martial, under Article 83. You will also have to pay for any article lost or destroyed. (You do not, of course, have to pay for clothing and equipment which wears out through fair wear and tear.)

**MISCONDUCT.** All offenses not specified in the Articles of War are covered in Article 96, "General." These include disorderly conduct and bringing discredit upon the military service, by such acts as not paying debts, writing checks you





*Read your bulletin board twice each day.*

cannot cover, lending money for interest, and gambling in violation of orders. Even such minor acts as thumbing rides or wearing a dirty uniform can be punishable under this Article. The court-martial will determine what sentence to impose for these acts of misconduct. Remember one thing: you can't "get away" with anything. The Army has been in business for a long time and is always one step ahead of you, so don't try to outsmart it.

**MILITARY INFORMATION.** Under Article 81 it is an offense punishable by death, or any other punishment a court-martial may direct, to give infor-

mation to an enemy, *either directly or indirectly*. Facts you think unimportant might be just what the enemy is looking for to piece together information that might destroy you and your buddies. Never speak or write any military intelligence unless your duty requires it. Above all, never reveal any Restricted, Confidential, or Secret information to civilians, no matter how friendly they are to you. (For definitions of these terms see app.)

**COMPANY REGULATIONS.** Your greatest source of official information will be the company bulletin board. This bulletin board is usually outside of the orderly room or headquarters tent. It is required that you read the notices carefully every day. You will be held responsible for knowing all information posted on the board. It tells many things you need to know about your work, such as guard details, duty rosters, company regulations, and special uniforms and equipment needed for different occasions. It also lets you know where and when you will be paid. In addition, it lists motion picture programs, the dates of USO shows and dances, athletic events, religious services, and many other items of interest to you.

**POST REGULATIONS.** In addition to company regulations, there are post regulations that you must observe. These regulations are strictly enforced by the Military Police and to break them would mean an infraction of the Articles of War. Typical post regulations would be: not allowing you to enter certain military buildings and civilian

establishments, forbidding the wearing of unauthorized clothing, driving a vehicle in excess of the post speed laws, etc.

If you acquaint yourself with your company and post regulations, it is unlikely that you will break any of them.

**ENFORCEMENT.** Officers, warrant officers, and noncommissioned officers of the Army and members of the military police are required to enforce the Articles of War. In addition, members of the Navy, Marine Corps, and Coast Guard shore patrols, and officers, warrant officers, noncommissioned officers, and petty officers of these services are authorized and directed to take all possible measures, including arrest and confinement, if necessary, whenever they witness violations of the Articles.

Always use common sense in your conduct, accept advice from MP's and your superiors in good grace, and you will stay out of trouble.



## WHAT MILITARY COURTESY MEANS TO YOU

“Military courtesy” is a simple term which is often misinterpreted.

Courtesy is an attitude and a manner which makes human affairs run more smoothly. In civilian life, it is natural to express a courteous attitude towards friends and toward the people you live with and work with. It makes people like you and cooperate with you.

Civilians determine for themselves whether they will be successes or failures. They can work well with others or work alone but not so well. Military men, however, have no choice; they *must* work together. They cannot be permitted the luxury of failure when their country's welfare depends upon them. For this reason, the Army requires them to treat each other courteously, for experience has shown that a courteous manner among men who work together will improve the efforts and results of all. Military courtesy is expressed in such gestures as the salute, addressing individuals by their proper titles, and by alert, respectful deportment.

Many would be just as courteous and perhaps happier about the whole thing if it were merely suggested that military persons accord each other

proper courtesy. Others, however, would unthinkingly break the chain of courtesies which brings maximum cooperation. Accordingly, there are regulations which establish standards for courtesy. The result is that even if the gestures are made at first because of the regulations, they become matters of habit.

Gain the conviction that you can like your buddies for the things you have in common, that you can depend upon each other in your joint efforts. This contributes to the efficiency of our work and to the victory for which we all work.

**THE SALUTE HAS MEANING.** There has been a lot of unnecessary talk about the salute. Most of this talk comes from civilians, who completely misunderstand its purpose and significance. They take it to be an acknowledgment of the soldier's inferiority to his officer. Nothing is further from the truth. The salute *is a privilege*.

Every officer salutes every other officer, just as every enlisted man salutes every officer. The highest ranking general in the Army is bound to return the salute of the greenest buck private. The same general, however, does not have to salute the wealthiest man in the country, or any other civilian except the President in his capacity as Commander in Chief. The salute is one of the many things which all military men have in common to bind them together.

The salute has an additional purpose. A soldier has not learned his military trade until he has developed a respect for authority. The salute is

evidence of this respect. In the Army, an officer does not determine his own authority nor take as much of it onto himself as he feel he should have or can handle; his authority is prescribed and is his duty and responsibility. The salute which the officer receives is directed to his officership, rather than to himself as an officer. When you salute your company commander or platoon leader, you are acknowledging respect for that position, as well as to the man who holds it.

**HOW TO SALUTE.** When you salute, raise your hand smartly until the tip of your forefinger (index finger) touches your headgear, above and slightly to the right of your right eye. Always remember to keep your thumb and fingers extended and joined, palm to the left, with your hand and wrist straight. Keep your upper arm horizontal, and the forearm inclined at an angle of 45°. At the same time, turn your head and eyes toward the person or flag you are saluting. When you have saluted, drop your hand smartly to your side (without smacking the side of your trousers) and turn your head and eyes to the front.

You will find that some men put a little flourish on the end of their salutes. Don't imitate them; a "razzle-dazzle" salute is very bad taste. Learn the regulation salute and practice it before a mirror until you can do it automatically. Then use no other.

Never salute with a cigarette, cigar, or pipe in your mouth. This is both unmilitary and impolite.



*A smart salute characterizes a good soldier.*

If you are walking toward an officer, salute when he is 6 paces away, or at his nearest point of approach if it is apparent that he is not going to approach to within 6 paces. Ordinarily, don't salute anyone who is more than 30 paces from you. (A pace is an ordinary 30-inch step.) Don't salute when you are running; slow down to a

walk and then salute. The manner in which you salute shows the kind of soldier you are. A smart salute indicates a proud, well-disciplined soldier; a half-hearted, sloppy salute gives you away as a recruit.

You are required to salute all commissioned officers, both male and female, of the Army, Navy, Marine Corps, Coast Guard, members of the Army and Navy Nurse Corps when on posts. Do not salute noncommissioned officers nor commissioned officers when off the post.

**WHEN NOT TO SALUTE.** 1. If you are a member of a work detail. (You *do* salute if you are in charge and not working.)

2. When actively participating in athletics.

3. When carrying articles in both hands.

4. When driving a vehicle in motion.

5. When you and the officer are both riding in public vehicles.

6. At mess.

7. At social functions.

8. If you are in ranks, at ease, and an officer speaks to you. (Come to attention but don't salute.)

9. In campaign or under simulated campaign conditions, except when reporting to a senior.

10. If you are a member of a guard, engaged in the performance of a specific duty, the proper execution of which prevents saluting.

11. If you are a prisoner.



# WHEN TO SALUTE

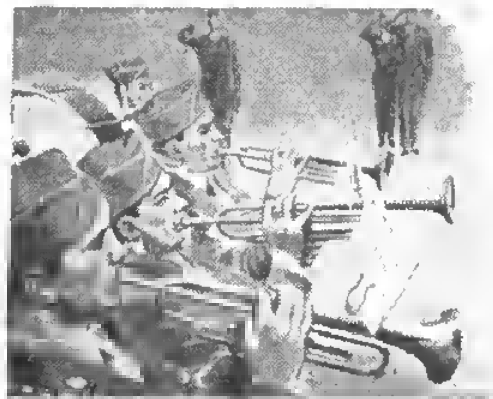
**SALUTE ALL OFFICERS** out-of-doors.



**SALUTE BEFORE REPORTING** to an officer; and after receiving his orders or instructions.



**AFTER A CONVERSATION** with an officer, salute when either you or he is to leave.



**SALUTE WHEN** the National Anthem or To the Colors is played and you are out-of-doors.

**SALUTE THE** national colors or standards whenever you pass them out-of-doors.



Original from

12. Never salute indoors unless you are reporting to or leaving an officer, or on duty as a sentinel.

13. Saluting commissioned officers is not required off of military posts.

14. If you are in doubt as to whether you should salute or not, it is always better to salute.

**OTHER THINGS TO KNOW.** If you are in charge of a formation out-of-doors and an officer passes your group, call the formation to attention and salute. If an officer passes in rear of your formation, call the group to attention, face the front, but do not salute. If you are in a building and an officer enters, call attention (if you see him first) remove your headgear and remain at the position of attention until the officer gives you "rest" or "at ease." If an officer enters a tent or room used as an office, workshop, or recreation room, you need not come to attention unless you are addressed by the officer.

On guard duty, a sentinel armed with a rifle salutes by presenting arms after first halting and facing the music, person, or colors. During hours of challenging, the first salute is given as soon as the officer has been duly recognized and has advanced. A sentinel armed with a carbine does not salute after challenging, but stands at "Port arms" until the challenged party has passed. A prison guard armed with a rifle executes the rifle salute.

If you are in a vehicle when the National Anthem or To the Colors is played, stop the ve-

hicle, get out and salute. When the Anthem is being played, face the music; when To the Colors is played, face in the direction of the flag.

**REPORTING TO AN OFFICER.** If you want to speak to your company commander, you normally obtain the first sergeant's permission. Then when you report to the commanding officer, you say: "Sir, Private Jones has the first sergeant's permission to speak to the company commander." When either an enlisted man or a junior officer reports to an officer in his office, he removes his headdress (unless under arms), knocks, and enters when told to do so. He advances to within two paces of the officer's desk, halts, salutes, and says: "Sir, Private Jones (or Lieutenant Adams) reports to Captain Smith." When the business is completed, the junior officer salutes, executes "about face," and withdraws. If you are reporting to an officer for pay, answer "Here" when your name is called, step up to the pay table, salute the officer making payment, and count your money before you leave the room. The officer making payment does not return your salute.

**ADDRESSING MILITARY MEN.** When you address an officer or a noncommissioned officer always address him by his title.

All general officers are addressed as General. Lieutenant colonels are addressed as Colonel. First and second lieutenants are addressed as Lieutenant. Chaplains are called Chaplain, warrant officers Mister, and Army nurses by their rank. Noncommissioned officers, including tech-

nicians, are addressed according to their rank; master, first, technical, staff, and buck sergeants, and technicians third grade and fourth grade are called Sergeants; technicians fifth grade are addressed as Corporal; Privates First Class are called Private.

In the Army, rank is an important thing because it expresses the authority vested in the individual. As you become accustomed to it and make some progress in grade, you'll like the new idea. The little swell of pride that comes the first time someone calls you "Corporal" will begin to pay off for all the effort you put into learning military courtesy!

# CHAPTER 6

## IN THE FUTURE

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### LOOK TO TOMORROW!

Much of your time in the Army will be spent outdoors and except for certain phases of instruction, weather conditions will not alter training. It's true that snow and storm can slow up troops on the march; that rain and low clouds force planes to remain grounded. But the battle objectives of the Army are too precious and vital for a general to issue an order, "Called off on account of rain!" Certainly it's uncomfortable to slosh through mud and to sleep on the cold ground with only a layer of damp leaves and a GI blanket for a mattress. Everyone, nevertheless, must try to continue operating in the same manner, at the peak of efficiency, under all conditions.

**DON'T TRY TO LEARN IT ALL AT ONCE.** It's not possible to grasp and retain everything which you must learn in a short time. Don't expect to look like a tough old-timer and to feel seasoned and assured in a week or a month. Don't force yourself to cram everything into your brain. Don't fret because some things which are taught to you may seem contrary to everything you have ever

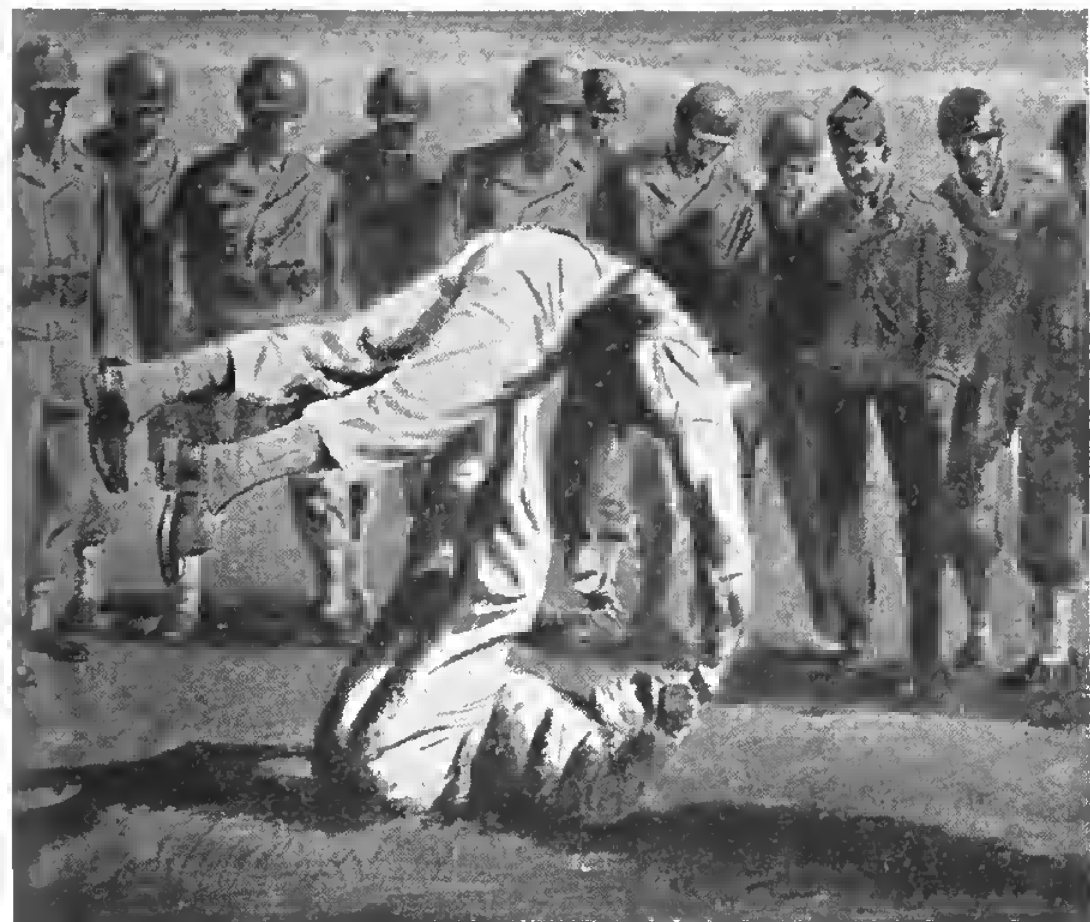
known. You'll have to file away much of your civilian knowledge for future use.

There's no reason now to be concerned about how you can possibly comprehend the functioning of a U. S. rifle, caliber .30, M1; how you're ever going to be able to tell from a black-and-white Army map where machine guns should be employed; what is meant by "terrain features." Take it easy. These things come one at a time.

What makes us a great Nation is that we have learned these things one by one in the hard way until now we can accept an almost impossible national crisis and change it quickly and efficiently into a unifying force. When such a crisis arose, our production of planes, ships, ammunition, and other war matériel was redoubled, tripled, and even quadrupled—and we also produced a great Army from individual civilians who learned the Army answers one by one.

Sometimes we, too, are amazed at our ability to accomplish things in a minimum of time. Sometimes we think back and wonder how these things were done. So it will be with you. After your basic training, after you have thoroughly absorbed the doctrines of the Army, the sure, solid feeling that you are a darned good soldier, you will look back and wonder how you could have learned so much so quickly.

**TODAY'S TRAINING IS BASED DIRECTLY ON EXPERIENCE.** The great majority of the men in our Army went through the same period of adjustment as you. This is all the more reason why it



*Training like this will prepare you to win in combat.*

will be easier for you. The officers and noncommissioned officers responsible for your training program have had to learn the same things that you must learn. They have benefited by trial and error. They know how new soldiers should be instructed, what subjects must be taught and how much time should be spent on each. They incorporate into their training plans for you many pertinent details about conditions under fire, gathered from men who have been overseas.

**YOUR EQUIPMENT GIVES YOU AN ADVANTAGE.**  
A soldier who has the fullest loyalty to his officers

and organization, and the utmost confidence in the weapons he carries, the truck he drives, the firepower of his artillery and the range and maneuverability of his plane, can perform on the battlefield as a completely efficient soldier.

**YOUR TRAINING MAKES YOU SUPERIOR.** Your training is the most efficient in the world.

Ours is a potent Army because we Americans have a tremendous ability to learn speedily as individuals and to act cooperatively as members of teams.

You doubtless have a deep and entirely proper curiosity about the training which is expected to remodel you into a fighting man. This is a good time to mention the outdoor activities which have not been described previously and which are going to give you new abilities and self-confidence.

**MARCHES WILL MAKE YOU TOUGH.** Remember the old days when you went on picnics, tramping through the woods with your girl friend? Or when you got up at daybreak to go on a hike and fishing jaunt with another fellow? Even though you were tired at the end of the day, you had fun, didn't you? You didn't spend much time figuring out just how many miles you had walked.

You've heard, since your first recollection of information on the military way of life, about Army marches. Like many other things done in the Army, you've probably ridiculed this as a waste of time, as an unnecessary means of exhausting the soldier.



To win a battle, troops must arrive on the battlefield at a specified time, in good physical condition and ready to fight. Men who have been over there will tell you that there is nothing they would trade for the physical conditioning and hardening they received in training. Being able to march all day and fight all night is sometimes the margin between victory and defeat, life and death.

Along with calisthenics—physical training—and games, marches are part of your training to get you into the best physical shape. They put into action many muscles of your body which you may not have used for years; they are an “all-over” conditioner.

A march is different from a hike, in that it is a regular, measured walk. Whether you are on the parade ground at camp and marching at attention, or in the field and talking and singing at route step, it is controlled. It is a hike with discipline.

After your first march you will be tired, but you probably will not be completely worn out. The length of your marches will start at a fairly easy point, and will be increased as you increase your ability to “take it.”

If you feel very tired and hot, you will have your canteen of water. In order to avoid excessive perspiration, remember to drink as little out of it as possible; your best bet is to drink none at all until the march is over. At the end of each hour you will be halted for 10 minutes. There’s nothing quite so relaxing as a 10-minute break. You can stretch out on the ground in the shade, smoke

a cigarette, and think that an Army march is not too tough, after all. When you are able to say that to yourself, you will have come a long way toward becoming a good soldier.

**BIVOUACS TAKE YOU INTO THE OPEN.** Bivouacking is your first training for living in some of the conditions which combat imposes.

In a zone of combat, your time would be spent outdoors with no shelter in bivouac but pup tents, motor vehicles, and improvised or natural means of concealment and camouflage. As you soon will learn, the enemy can get much information about troop movements and plans by your bivouac discipline. It is essential, therefore, for you to maintain definite rules that will help protect you.

When it rains or is exceptionally cold, naturally there will be a certain amount of discomfort. Even so, there are many ways of effecting a maximum of protection from the elements. Here, common sense plays a strong role. The site you select to pitch your shelter half or bedroll should be dry. Avoid damp, low ground or a spot where a stream will flow when it rains. When you make your bed, level off the ground so that there will be no stones under you. Before you put your blanket down, make a mattress of dry grass, leaves, or pine needles—even newspaper, if the ground is cold.

**MANEUVERS SIMULATE COMBAT.** If you played on a football team in school you know that before your very first game you went through weeks of

preparation. You practiced individually and as a group. The final test of your success as a football team came in "the big game."

In the Army, all your individual and group training may be put to the test, too. And the battle is the pay-off. The results are counted in victory or defeat.

There are certain things that cannot be taught, cannot be learned, back in camp. No matter how adept you are, no matter how good a soldier you prove to be in every respect, no one—especially you—knows exactly how you will react to battle conditions. To determine this as closely as possible, the Army conducts maneuvers.

Maneuvers are mock battles. Many of the conditions which occur in actual warfare are dealt with on maneuvers. You will be made to sense what warfare is like in every respect except for one: Safety precautions will be taken to avoid casualties.

There will be an "enemy" army, made up of other units, and it will do all it can against your unit. You will eat out of mess kits, sleep on the ground, travel in convoy at night under strict blackout conditions. You won't light matches or smoke cigarettes unless you have absolute concealment. You may "be captured" by the enemy. Some days you won't shave, sometimes you will get lost and will have to find your way by compass. There won't be any road signs or civilian automobile road maps.

Maneuvers are not only an experience to show you what it is like in combat. They are also a

test to determine whether you and your unit have had sufficient and proper training. Any unit that functions efficiently on maneuvers is a unit that should be a "crack" outfit on the battlefield.

**SECURITY IS A UNIVERSAL NEED.** From your earliest days, when you rushed to your father or mother for protection, to recent times, when you put your money in the bank "for a rainy day," you have sought security in some way or another. You lived in a house to protect you from the elements. You paid taxes to maintain police and fire departments in your town. You bought insurance against accidents and death; bonds to help safeguard your future.

In investing your money and expending your time in such ways, you relieved yourself of anxiety and concern. You became secure in the knowledge that you were prepared to meet any situation. You couldn't be taken by surprise.

Security in the Army is exactly the same thing except that instead of protection against fire, theft, or loss of a job, we protect ourselves against the actions of the enemy.

Your training will teach you a great deal about this element of your self-protection. The Army provides sentinels, patrols, scouts, outposts—all for security against unforeseen actions. You will appreciate that at all times you are depending not solely upon yourself but also upon the cooperative efforts of many others, from the gas sentinel to the walkie-talkie radio man at a forward outpost. Much of your fighting strength comes from them.

**SOME VALUES THAT YOU WILL RECEIVE.** The personal benefit that you receive from your Army service will depend a lot on yourself—on the interest that you take in your work and how you apply yourself. Some of the benefits that you should obtain are these:

*Physical well-being.* Through proper medical attention, good food and exercise, and physical and military training you should develop physically.

*Travel.* Army posts are located in all parts of the United States and in many parts of the world. You will have an opportunity to travel during your Army service.

*Trades.* Each man in the Army is trained in one or more specialties. Many of these specialties have a counter part in civilian life and your Army training and experience will be valuable in gaining employment in civilian life.

*Fellowship.* Probably the richest experience that comes to a man in the service is comradeship. Lasting friendships are developed when men play and work together.



## YOU'LL BE READY . . . IF YOU'RE NEEDED

Now that you've read this pamphlet on "Army Life," you can see that you're going to be kept quite busy during your service in the Army.

Your training in garrison and on maneuvers will be so complete that you will not only understand all of it, but, if you are ever put to the battle test, your training will come back to you instinctively. You will know every phase of your job. You will know your weapons and equipment in such a way that you can get the fullest intended use out of them.

**IT TAKES PREPAREDNESS.** Keep in mind that, while America is at peace, there is still a big job to be done by every officer and enlisted man in the Army. If there were any guarantee that the world would remain at peace for all time, there would be no need for an Army . . . or Navy . . . or Air Force. But there is no such guarantee! Just as we have police and fire departments trained and equipped to protect us from crime and fires in our towns and cities, so we must have an adequate and trained Army to protect America against any and all disturbers of world peace. It's our best insurance against the horrors of war.

That's where you come in soldier. If you value the right to have and to do what you want, the privilege to plan your own life, to work at whatever job you choose, to worship as you please . . . you've got to be prepared and trained to defend and protect those rights against any and all forces that would threaten your American way of life.

The reward for your term of service in the Army will be in the security, the safety, and the freedom that you and your family will enjoy in the future. You'll have the satisfaction of knowing that *you* did your share in making this a safer and better country in which to live!

# APPENDIX

## COMMON MILITARY TERMS AND ABBREVIATIONS

for complete list see TM 20-205.

### A

A.....	Army; air.
AA.....	Antiaircraft.
AAA.....	Antiaircraft artillery.
A-1.....	Personnel section of an air staff.
A-2.....	Intelligence section of an air staff.
A-3.....	Operations and training section of an air staff.
A-4.....	Supply section of an air staff.
AAF.....	Army Air Forces.
Abn.....	Airborne.
ABREAST.....	On the same line.
ABSENT WITH- OUT LEAVE.....	Away from post or duty without permission, and with no intention to desert.
AGF.....	Army Ground Forces.
AGO.....	Adjutant General's Office.
ALLOTMENT.....	A portion of pay authorized to be paid to a person or institution.
ALLOWANCE.....	Money or an equivalent (paid to soldier for quarters or rations or to a soldier's dependents for their support).
ANC.....	Army Nurse Corps.
APO.....	Army post office.
AR.....	Army Regulations. (See ch. V.)
ARREST.....	Relieved from duty and restricted to specified area.
ARTICLES OF WAR.....	The code of laws for the government of the Army.
ARTILLERY.....	Large cannon; also the branch which operates them.
ASN.....	Army Serial Number—identification number issued to each person in military service.



## APPENDIX

ASSEMBLY.....	A signal by drum or bugle announcing a formation.
ASTP.....	Army Specialist Training Program. (See ch. IV)
AS YOU WERE.....	A military command rescinding a previous command which has not yet been carried out.
ATTACH.....	Place an individual or unit temporarily under a commander other than its own.
AUS.....	Army of the United States.
AW.....	Articles of war. (See ch. V.)
AWOL.....	Absent without leave.

### B

BALANCE.....	The center of gravity of a rifle.
BAR.....	Browning Automatic Rifle.
BARRACK BAG.....	A cloth bag for articles of clothing and equipment.
BARRACKS.....	Buildings which house troops.
BATTERY.....	An artillery unit corresponding to a company.
BATTLE SIGHT.....	A fixed position of the rear sight of a rifle for use at close ranges.
BIVOUAC.....	An area in the field where troops rest or assemble without overhead cover, or with shelter tents or improvised shelter.
BLOUSE.....	The service coat.
BN.....	Battalion.
BOOBY TRAP.....	A concealed explosive charge.
BRIG.....	Brigade; brigadier.
BULLETIN BOARD	The board where official notices are posted.

### C

C.....	Changes (in published material).
CAC.....	Coast Artillery Corps.
CADENCE.....	The rate of march in steps per minute.
CADRE.....	Key group of officers and men organized to establish and train a new unit.

CAMP.....	A temporary post where soldiers are stationed.
CAMPAIGN.....	A planned series of related military operations.
CANTONMENT.....	A semipermanent camp for troops.
CASUALS.....	Unassigned military personnel.
CAV.....	Cavalry.
CDD.....	Certificate of disability for discharge, stating that a soldier is physically unfit for military duty.
CE.....	Corps of Engineers.
CHALLENGE.....	A word or other sound used by a sentinel to halt and identify persons on or near his post..
CHANNELS.....	The route of official communications.
CHARGE.....	A formal statement of accusation in a court-martial.
CHARGE OF QUARTERS	The noncommissioned officer in charge of organization headquarters for a particular period of time.
CHEVRONS.....	V-shaped cloth stripes worn on the sleeve of a soldier's uniform to denote grade, length of service, or wounds.
CLASSIFIED.....	Information whose distribution is limited according to its classification as "Secret," "Confidential," or "Restricted."
CLOSE ORDER.....	Normal formation for drill as contrasted with combat drill.
CO.....	Commanding officer.
COLOR.....	A flag, especially one carried by dismounted units; colors.
COMBAT DRILL.....	Drill conducted for the purpose of giving training information and movements designed for use by small units in battle; usually conducted at extended distances and intervals.
COMMISSARY.....	The warehouse or sales store where supplies are issued or sold.
COMPANY PUNISHMENT	Limited punishment, ordered by the company commander.

CONFIDENTIAL.....	Classification given to information permitted to reach only persons who need it to carry out their duties. Although not "Secret," such information is less freely circulated than that classified as "Restricted."
COURT-MARTIAL..	A military court.
CP.....	Command post.
CPL.....	Corporal.
CWO.....	Chief Warrant Officer; unauthorized abbrev: Chemical Warfare Officer.
CML C.....	Chemical Corps.

D

DAY ROOM.....	Recreation room of a unit.
B/D.....	Dishonorable discharge.
DEML.....	Detached enlisted men's list—men not assigned to duty with any particular branch.
DETAIL.....	A group of men assigned to a particular duty, usually temporary.
DOG TAGS.....	Identification tags.
DRY RUN.....	Practice operation.
DS.....	Detached service.
DUTY ROSTER.....	A list of names of men assigned to duty.

E

ELEMENT.....	A part of a larger unit.
EM.....	Enlisted man (men).
ENGR.....	Engineer.
ENI.....	Enlisted.
ERC.....	Enlisted Reserve Corps.
EXPERT.....	The highest attainment in marksmanship.
EXTRA DUTY.....	Additional duty performed by an enlisted man either as company punishment or for which additional pay is given.

F

FATIGUE.....	Labor, as distinguished from strictly military duties.
FATIGUES.....	Herringbone twill work clothes.
FIELD MUSIC.....	Drums and bugles.

FIELD RATION.....	Ration issued only in actual articles, rather than in money allowances.
FM .....	Field manual.
FOOT LOCKER.....	A small trunk.
FORMATION.....	An orderly, prescribed arrangement of individuals.
FORT.....	A permanent post where troops are stationed.
FOXHOLE.....	A protective pit.
FULL FIELD.....	Full equipment carried by a soldier.
FURLOUGH.....	An authorized absence from duty granted in writing by the commanding officer.

G

G-1.....	Personnel officer or section.
G-2.....	Intelligence officer or intelligence section.
G-3.....	Plans, operations, and training officer or section.
G-4 .....	Supply officer or section.
GARRISON PRISONER	A military prisoner, other than a prisoner of war, who is lawfully held, is awaiting trial, or is sentenced to confinement but not to discharge.
GARRISON RATION	Food allowance, issued in money, prescribed in peacetime for all persons entitled to a ration.
GEN. ....	General.
GENERAL COURT	Court-martial of not fewer than five officers and empowered to try any crime punishable by the Articles of War.
GENERAL OFFICERS	General of the armies of the United States, general of the army, general, lieutenant general, major general, brigadier general.
GENERAL ORDER	An official order of interest to an entire command.
GENERAL ORDERS	Eleven orders which pertain to interior guard duty; instructions common to all.
GENERAL PRISONER	A prisoner sentenced to a dishonorable discharge.
GI.....	Government issue.

## APPENDIX

GUARD HOUSE.....	Building or tent which is headquarters of the guard.
GUARD ROSTER.....	Part of the duty roster, listing men available for guard duty.
GUIDON.....	A small flag designating a unit.

### H

HQ.....	Headquarters.
---------	---------------

### I

IDENTIFICATION TAGS	Metal tags worn around the neck by military personnel; "dog tags."
INF.....	Infantry.
IN KIND.....	Rations or quarters issued as such rather than as a money allowance.
INOCULATION.....	Immunization of personnel against certain physical diseases or mental fears.
INSIGNIA.....	Ornament designating rank, unit, service, or honors.
INTERIOR GUARD	Guard duty performed within the limits of a post, camp, or station.
INTERVAL.....	Space between elements in line.

### J

JA.....	Judge advocate.
JEEP.....	One-quarter-ton 4 x 4 truck.

### K

KP.....	Kitchen police.
---------	-----------------

### L

LATRINE.....	Washroom and toilet facilities in barracks, or pit or trench used as a field toilet.
LEGAL ASSISTANCE OFFICER	A lawyer in the Army detailed to help servicemen and their dependents with personal legal problems.
LIAISON.....	Contact or communications between units.
LINE OF DUTY.....	Performance of authorized or prescribed duty.
LINE OFFICER.....	An officer belonging to a combat arm of the Army.

## APPENDIX

**LONGEVITY PAY**... An additional pay given because of length of service.

### M

**MALINGERING**..... Avoiding duty by feigning incapacity or illness.

**MESS**..... An army meal; place where meals are served.

**MILEAGE**..... Pay for travel performed in the military service.

**MILITARY POLICE**..... Soldiers who guard property, prevent crime, enforce laws and regulations within the Army.

**MISSION**..... A specifically assigned task.

**MORNING REPORT**..... A daily personnel report showing the status of an organization.

**MOS**..... Military occupational specification.

**MP**..... Military police.

**M/R**..... Morning report.

### N

**NCO**..... Noncommissioned officer.

**NONPAY STATUS**..... The status of military personnel who are not available for duty because of their own fault or neglect. Absence without leave and time lost because of illness incurred through fault and not in line of duty are examples of causes for placing persons on non-pay status.

### O

**O**..... Office, order or officer (when used in combination).

**OC**..... Officer candidate.

**O/C**..... Officer in charge.

**OCS**..... Officer candidate school.

**OD**..... Officer of the day; olive drab.

**OFF**..... Officer (when used alone).

**OFFICIAL**..... Authorized.

**OFF LIMITS**..... Areas or places which soldiers are forbidden to visit.

**OG**..... Officer of the guard.

**ORD**..... Ordnance.

**ORDERLY ROOM**..... The office of a company or similar organization.

## APPENDIX

**ORIENT**..... To familiarize oneself with a new place or subject; to relate a map to corresponding terrain.

### P

**PASS**..... Written permission by company commander to be absent from duty.

**PAY ROLL**..... The voucher signed by enlisted men to acknowledge correctness or receipt of pay.

**PE**..... Port of embarkation; unauthorized abbrev: POE.

**PFC**..... Private, first class.

**PIECE**..... A rifle or gun.

**PITS**..... The protected area below the targets on a rifle range.

**PM**..... Provost marshal.

**POLICE UP**..... Clean up.

**POST**..... A place where troops are stationed; a sentinel's beat.

**POR**..... Preparation for Oversea Replacement.

**POST EXCHANGE**.. An Army store.

**PRO**..... Public Relations Office (or Officer).

**PROPHYLAXIS**..... A treatment to prevent venereal infection.

**PUP TENT**..... Shelter tent for two men.

**PW**..... Prisoner of war.

**PX**..... Post exchange.

### Q

**QM**..... Quartermaster.

**QUARTERS**..... Lodgings of military personnel.

### R

**RA**..... Regular Army.

**RANGE**..... The distance from gun to target; the practice area in which weapons are fired.

## APPENDIX

RANK.....	A line on which elements are placed abreast of each other; grade of commissioned officer.
RAR.....	Regular Army Reserve.
RATING.....	Grade of noncommissioned officer.
RATION.....	The amount of food allowed for one person for 1 day.
RECONNAIS- SANCE	Group or individual procuring of military information.
RECONNOITER.....	To make a reconnaissance.
RELIEF.....	Troops which replace others; a part of the guard; type of map which shows terrain graphically.
RES.....	Reserve.
RESTRICTED.....	Classification given to military documents for official use only. Restricted matter is denied to the general public but has wider distribution than matter classified as "Confidential" or "Secret."
RETREAT.....	Evening ceremony during which the colors are lowered for the day.
REVEILLE.....	The first daily formation at which the presence of soldiers is checked.
RICOCHET.....	A projectile which deflects off the ground or other object.
ROLL.....	A list of names by rank and grade of the members of an organization.
ROLL CALL.....	Calling the members of an organization by name.
ROSTER.....	A list of names.
ROTC.....	Reserve Officers' Training Corps.
ROUND.....	A single cartridge or shell.
ROUTE COLUMN.....	A close order formation for marching when not near the enemy.
ROUTE STEP.....	A step used on a march in which troops are not required to march at attention, in cadence, or to maintain silence.
RTC.....	Replacement Training Center.
RTO.....	Railroad transportation office (or officer).



# APPENDIX

## S

S/C.....	Statement of charges.
SECRET.....	Classification given to official documents whose disclosure might endanger national security or be of great advantage to the enemy. Secret documents are available only to those whose duties require the information in them and are more closely guarded than those classified "Restricted" or "Confidential."
SENTINEL.....	A soldier posted as part of a guard.
SERIAL NUMBER..	The individual number assigned each member of the Army.
SERVICE RECORD	The formal history and record of a soldier.
SERVICE RIBBON..	A ribbon awarded for specific service worn in lieu of a medal.
SERVICE STRIPE....	A stripe worn by a soldier indicating 3 years' service.
SHELL.....	Metal case filled with an explosive.
SICK BOOK OR REPORT	The form listing the names of men who go on sick call and showing the medical officer's disposition of each case.
SICK CALL.....	The call for those who desire medical treatment.
SIG C.....	Signal Corps.
SO.....	Special orders.
SOLDIER'S MEDAL	Medal awarded for heroic service not involving conflict with the enemy.
SOP.....	Standing operating procedure.
SPECIAL COURT.....	A court-martial, requiring at least three officers in attendance.
SPECIAL DUTY.....	Duty other than that usually assigned.
SPECIAL ORDER....	An official order pertaining to specific individuals.
SPECIAL ORDERS	Instructions to sentinels, pertaining to a particular post.
S/R.....	Service record.
SS.....	Selective Service; Silver Star Medal.
STAFF OFFICER....	Officers on the staff of a superior.
STAGING AREA.....	Concentration area near PE where unit is inspected, and supplied before oversea shipment.

## APPENDIX

STANDARD .....	The national colors carried by mounted troops.
STANDING OPERATING PROCEDURE	Instructions to be followed as a matter of routine.
STANDING ORDER	Permanent orders, always in force, such as those issued for defense against chemical attack.
STATEMENT OF CHARGES	A form signed by individual testifying to the loss or damage of Army property for which deductions from pay will be made.
STRADDLE TRENCH	A temporary field latrine.
STRAGGLE.....	To lag.
STRIPES.....	Chevrons.
SUMMARY COURT	A court-martial requiring only one officer.

### T

T/A.....	Table of Allowances—list of equipment authorized for posts, camps, and stations.
TAPS.....	The last listed bugle call blown at night.
T/BA.....	Table of Basic Allowances—list of equipment authorized for units and individuals.
T/E.....	Table of Equipment—list of equipment to be taken with unit on change of station, and, normally, into the field.
TERRAIN.....	An area of ground considered as to its extent and natural features.
TM.....	Technical Manual.
T/O.....	Table of Organization—chart showing the number, ranks, and duties of personnel in a unit.
T/O & E.....	Table of Organization and Equipment.
TOUR OF DUTY.....	A task or duty of a specified duration; one's turn in a scheduled duty.
TRANSFER.....	A change in assignment.
TRAVEL PAY.....	Pay for authorized travel in the military service.

## APPENDIX

**TRUE COPY**..... An exact copy of a document or other paper, certified by a commissioned officer.

### U

**UNCASE**..... To remove the canvas covering from colors or standards.

**UNCOVER**..... To remove one's hat.

**UNDER ARMS**..... Carrying a weapon or wearing an item of equipment pertaining to a weapon.

**UNIT**..... An organization varying in size from a squad to a division.

**UTC**..... Unit training center.

### V

**VERBAL ORDER**..... Oral order.

**VO**..... Verbal order.

**VOUCHER**..... A paper, usually in a prescribed form, which records or attests a financial transaction.

### W

**WAC**..... Women's Army Corps.

**WARRANT OFFICER**..... A rank bestowed by the Secretary of War and rating between noncommissioned officers and commissioned officers.

**WD**..... War Department.

**WO**..... Warrant officer.

**WOJG**..... Warrant officer, junior grade.

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Name..... Army Serial No.....

Home address .....

In case of emergency notify .....

My beneficiary is .....

Inducted at ..... On ..... 194

Blood type..... Vaccinated..... 194

Inoculations ..... 194

Kind

194

Kind

194

Kind

194

Kind

194

Kind

Height: Entering service ..... Leaving service .....

Reported at..... On..... 194

Reported at..... On..... 194

Reported at..... On..... 194

Promoted to ..... On..... 194

Promoted to ..... On..... 194

Promoted to ..... On..... 194

Weight ..... Date ..... Weight ..... Date .....

Weight ..... Date ..... Weight ..... Date .....

Rifle (carbine) (pistol) No. ....

Rifle (carbine) (pistol) qualifying score.....

Furlough . . . . . days.....194..... . . . . days ..... 194 .....

..... days ..... 194..... . . . . days ..... 194 .....

Government Insurance Policy Number.....

Amount monthly..... Date taken out.....

War Bonds Serial No..... Maturity value.....

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